



**Job Title:** Events, Manager

**Reports To:** Senior Director of Events and Conventions

**FLSA Status:** Exempt

**Location:** United States

### **About SHPE**

SHPE (Society of Hispanic Professional Engineers) is a nonprofit organization serving and advancing Hispanics in STEM. With more than 13,000 student and professional members, SHPE's mission is to change lives by empowering the Hispanic community to realize its fullest potential and to impact the world through STEM awareness, access, support, and development. To accomplish this, SHPE provides a variety of programming, services, resources, and events, including hosting the largest Hispanic STEM convention in the nation. For more information, visit <http://shpe.org>.

### **Mission**

SHPE changes lives by empowering the Hispanic community to realize its fullest potential and to impact the world through STEM awareness, access, support and development.

### **Vision**

SHPE's vision is a world where Hispanics are highly valued and influential as the leading innovators, scientists, mathematicians, and engineers

### **Job Description**

Are you a real self-starter with strong organizational skills? We are looking for a dynamic individual with a validated Events Management background to join our team as a lead for select signature events.

The Events Manager is responsible for the planning, organization, and execution of current and future SHPE regional conferences. This manager will work closely with volunteer committees, sponsors, and staff to craft effective programming and events that our professional and student members find valuable and engaging. The ideal candidate must possess strong communications skills, decision making skills, and project management skills as part of the Events team producing successful conferences. Areas of responsibility include assessment of SHPE member program needs, assessment of current programming, development of programs and program delivery, budget management, vendor management, and deployment of a team to support each event under your care. These will include all virtual as well as in person events so the candidate should be comfortable with both type of events and platforms. This position reports to the Senior Director of Conferences and Events.

## **DUTIES AND RESPONSIBILITIES**

- Ensure ongoing conference excellence, conference evaluation, and consistent quality of program delivery.
- Provide post show reports to include analytics and lessons learned.
- Develop, maintain, and support strong conference volunteer committees and onsite volunteers.
- Build and strengthen relationships with key collaborative partners and stakeholders.
- Work with marketing to effectively build website presence and to maintain content relevant with member needs and current trends
- Document all program planning, policies, procedures, practices, and logistics to ensure quality control and sustainability.
- Work with the Senior Director of Conference and Events to prepare and monitor budgets.
- Lead and manage all aspects of program vendors, specifically negotiation, RFP/acquisition process, contract management and execution
- Serve as on-site face of events and lead logistician; liaise with venue event contacts to proactively solve for emergent issues pre-, during, and post-event.
- Interact with internal departments for event support as needed
- Select speakers and liaise with them to prepare them for an effective delivery of relevant content and engagement with our members
- Create and work with AV production team for a visually and engaging experience that is fiscally responsible but technical and current on trends
- Work with Client Relations team to support sponsors and exhibitors deliverables in a timely and effective way
- Manage the event budget
- Support and evaluate venue or vendor information with Sourcing Director
- Succeed and thrive in an environment with competing and changing priorities and tight deadlines
- Work with a supporting Coordinator and direct their tasks for travel, registration, and internal support as appropriate
- Undertake other relevant event tasks as necessary

## **REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor's degree preferred.
- CMP preferred or equivalent experience in the Event Industry.
- Previous experience in associations or non-profits organizational structures with at least 4-6 years event planning experience, design, production
- Demonstrated success developing and evaluating program models and selecting and successfully operationalizing innovative events.
- Excellent time management skills with the ability to manage multiple projects across different time zones, while paying attention to detail and accuracy
- Strong project management skills managing complex, multifaceted projects resulting in measurable successes and conference growth.
- Excellent verbal and written communication skills with exceptional attention to details
- Personal qualities of integrity, credibility, and a commitment to and passion for SHPE's mission.
- Sincere commitment and ability to work effectively in collaboration with diverse groups of people and various levels of stakeholders with a customer service mindset

- Experience and comfort with frequent domestic travel and weekend work
- Excellent contingency-planning skills, analytical, and evaluative skills
- Experience with virtual, hybrid, & in-person event design preferred especially with multi-day conferences
- Ability to research and keep up with industry trends to support innovative, engaging, and safe and healthy events
- A positive attitude with strong self-direction and initiative in combination with a team to ensure quality outcomes while using good judgement, creativity and flexibility in a fast-paced environment
- Ability to handle confidential information, resolve conflicts, and maintain relationships
- Competency in Windows-based software (Word, Excel, PowerPoint), TEAMS, virtual meeting and video-conferencing applications, and cloud based software programs for event management
- Experience and comfort with domestic travel and weekend work when needed to support on site events
- Other duties as assigned by Senior Director of Conferences and Events

#### **TRAVEL**

- 30% Travel Required to SHPE's National Convention, National Institute for Leadership Advancement (NILA), Regional Leadership Conferences (RLDCs), and other national programs and initiatives
- Occasional evening or weekend work and travel

#### **WORK ENVIRONMENT**

- Moderate noise level
- Fast-paced

#### **PHYSICAL DEMANDS**

Ability to:

- Stand one third of the time
- Lift 10lbs or less one third of the time walk one third of the time
- Sit more than two thirds of the time
- Talk and hear two thirds of the time

#### **COMPENSATION AND BENEFITS**

- Annual salary is \$60,000 - \$70,000
- Benefits package includes medical, dental, vision, retirement plan, and vacation

## **SUBMISSION REQUIREMENTS**

Interested candidates should submit the following items electronically to HR@shpe.org

- Resume
- Cover letter (with the subject Manager, Events)
- 3 professional references
- Salary requirements

**Note: Submission deadline is revolving until filled.**

## **EEO STATEMENT**

It is the policy of SHPE not to discriminate against any individual employee, group of employees or prospective employee for reasons of race, color, religion, creed, gender, gender identity, gender expression, national origin, sex, pregnancy or related medical conditions, age, marital status, ancestry, sexual orientation, physical or mental or sensory disability, genetic information, military status or any other consideration protected by applicable federal, state or local laws. SHPE is committed to providing equal opportunities in all employment-related activities including, but not limited to: recruiting, hiring, advancement, compensation, training, benefits, transfers, and terms of employment. SHPE promotes equal opportunities for all employees and applicants for employment. Further, SHPE will fully comply with all applicable equal employment federal, state and local laws and regulations.