



Job Title: Events, Senior Manager
Reports To: Senior Director, Conferences and Events
FLSA Status: Exempt
Location: Anywhere in the U.S. (Remote)

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 hub for the Events team to assist in executing SHPE's national level events.

The Senior Events Manager is responsible for the planning, organization, and execution of current and future SHPE 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 program needs, working with Content Manager to implement current programming, development of ideal program delivery to match objectives, budget management, vendor management, and management 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

- Set, monitor, and maintain oversight of event strategy, delivery, and development
- Establish objectives, budgets, resource allocation and planning timeline
- Establish and monitor quality standards
- Ensure contribution of and collaboration with SHPE Leadership, and internal SHPE teams as well as volunteer committees
- Ensure alignment and optimization of administrative, technical, managerial policy and infrastructures - Align operations with SHPE strategy and ethics
- Maintain sustainable relationship with external suppliers, partners, and vendors
- Ongoing monitoring reporting and evaluation

Project Management:

- Budgeting and Expense Tracking- Work with the Senior Director, Events to establish the Events department and major events budgets. Track spending for the various events to ensure all requested spending remains within budget. Work with internal departments to confirm invoice approvals and receive budget reports.
- Ensure project profitability & efficiency, as well as project-specific ROI.
- Maintain and conclude procurement negotiations with external service providers
- Assess and promote future strategic developments for SHPE events, including innovative approaches in meeting design and technology with the Sr Director.
- Resource allocation and negotiation, direct and indirect project team management, production planning, integration with other internal planning.
- Research markets to identify new business opportunities and emerging trends.
- Ensuring compliance with health and safety, licensing laws, GDPR requirements, industry regulations and applicable legal provisions.
- Key internal and external spokesperson and representative of event projects.
- Consistent reporting to Senior Director on project updates
- Events Planning - Work with Senior Director, Events to create an advanced planning calendar for future events. Manages project timelines, deadline compliance and effective communication and dissemination of both.
- Events Playbook Development- Work with Senior Director, Events to establish and develop internal playbooks to provide consistent delivery and execution of logistics and best practices.

Event Management:

- Team leader, responsible for the coordination of the events team, at least two direct internal reports as well as agency staff. Indirect management of SHPE teams working on events, up to 30 people per event.
- Event Logistics Managers- Lead, train, and develop managers to ensure events are executed to SHPE and the Senior Director's standards. Provide direction, coordination, and support to onsite team members, either in-person or remotely.
- Leading by example in maintaining service levels and behavioral standards.

- Collaborate with Managing Director and SHPE Events team on SHPE events strategy and its integration and contribution to overall SHPE strategy and mission.
- Contribute to the collective operational efforts and integration of the SHPE Events Team.
- Contribute to the highest managerial standards, personal development strategy and workplace culture.
- CVENT Implementation- Be an integral part of the implementation of CVENT software for SHPE events.
- Provides excellent customer service to internal and external customers.
- Establishes positive relationships with volunteers including communication expectation building and anticipation of needs. Represent SHPE and its management group externally, monitor and report on the external environment.
- Events Checklist- Create and establish an internal checklist to be used by SHPE departments to book requested meetings, lodging requests, chapter events, and major events.

Qualification and experience:

- A bachelor's degree from an accredited college or university or substituted with equivalent work experience.
- 6+ years of experience in event industry.
- 4+ years of previous project and/or client management experience.
- High comfort levels with emerging events and communication technologies.
- Must be able to lift and carry approximately 25 lbs.
- Must be able to drive to work and to event venues.
- Must be able to work on feet 12-14 hours a day on-site as needed.
- Must be eligible to work in the U.S.
- Ability to manage multiple clients and multiple programs at any one time.

Additional requirements:

- You are used to working independently, multitasking, and handling fluctuating deadlines.
- You are a supportive, inspiring, and tireless team-leader.
- You can identify, summarize, and clearly report on trends, concerns, and potential solutions.
- You are a team player and aim to be a key element in a small team actively contributing to SHPE's interests.
- Your own values fit with those of a not-for-profit organization such as SHPE. - You have robust budget management and analytical skills.
- You have the ability to travel regularly