

## DIRECTOR OF EVENTS

**SUMMARY:** We seek a dynamic leader to help create community within our multi-faceted membership across the country. The Director of Events is a full-time role that will be responsible for developing and executing a national and state events strategy by creating opportunities for members to engage with one another and have impact. The Director will also be responsible for developing a virtual yearly briefings series and creating systems to manage and track data on engagement. The Director will report directly to the Chief Growth Officer, and will work closely with the CEO, the Director of Membership, and the Chief of Staff, as well as many other internal and external stakeholders. The Director will also collaborate with members, so the highest level of professionalism and experience with relationship management is critical to success in this role.

**WHO WE ARE:** The Leadership Now Project is a membership organization of business and thought leaders who are committed to high-impact solutions to protect and renew American democracy. In 2023-2024, the organization is focused on safeguarding against a continued slide away from democracy, reinvigorating talent and innovation in politics to reduce polarization, and growing our state presence to respond to risks and opportunities driven by legislation and legal decisions at a state level. Our leadership team has experience building start-ups, consulting at top professional services firms, running major businesses, and serving at the highest levels of government.

Leadership Now is currently seeking a full-time Director of Events to join our Growth Team. Location is flexible - but New York City is preferred.

**RESPONSIBILITIES:** Your responsibilities will include, but are not limited to, the following (keep in mind that we are a startup and flexibility is therefore vital!):

- **Strategy and Implementation**
  - Create overarching events strategy in collaboration with Membership and Communications team to align with Leadership Now's priorities and help Leadership Now achieve engagement metrics and goals
  - Conceptualize and plan a large-scale, national member annual event featuring thought leaders, members, and prominent business leaders
  - Help plan and execute regional events to aid in recruitment and cultivation of existing members and to highlight Leadership Now's regional, state-specific priorities
  - Plan and execute Virtual Briefing Series, and create plan to enhance this program for increased attendance and diverse offerings
  - Assist other team members, where applicable, with issue-specific, targeted events

- **Collaboration with Internal and External Stakeholders**
  - Collaborate with Regional Membership Advisors and Membership Team to execute events to help Advisors meet their goals around engagement and/or recruitment
  - Collaborate with Communications Team on planning events and communications strategy and alignment with the organization's priorities
  - Work with vendors to assess venues, options, and execute contracts, where applicable
- **Capturing and Measuring Data to Inform Efficacy, Learning, and Improvement**
  - Establish system to capture data around attendance, engagement, and event types
  - Determine yearly/quarterly KPIs
  - Set up a reporting system in collaboration with Growth Team to evaluate efficacy and inform future events strategy

#### **JOB REQUIREMENTS:**

- Passion for positive political change and democratic ideals
- 7+ years experience in events planning, development, fundraising, or related fields. Experience in relationship management, political campaigns, policy or public service is highly valued
- Excellent analysis skills - strong proficiency in Excel required, proficiency in data visualization tools (e.g. Tableau, Flourish) a plus; ability to wade through a sea of information effectively and synthesize concise and compelling conclusions
- Experience with contracts and building relationships with vendors
- Experience with CRM and database management (e.g. Salesforce, HubSpot, Raiser's Edge, or other CRM)
- Excellent communication skills, especially written communication - ability to communicate clearly and concisely and modulate tone for a variety of audiences
- Excellent self-management skills - ability to organize, prioritize, and communicate updates
- Excellent presentation skills - strong proficiency in slide presentations, writing, and speaking
- Problem-solving mindset - ability to be resourceful, make rational and justifiable decisions, and work quickly and efficiently in a startup environment
- Attention to detail - ability to deliver accurate and timely information
- Team mindset - demonstrable interest in working as enabler of others

*The following experiences will be beneficial in the role:*

- Experience working in a member- or alumni-focused organization
- Experience in building large and small events to create community and build awareness

- and “storytelling” around the priorities and work of an organization
- Experience in political campaigns or organizations

## HOW TO APPLY

To be considered, please fill out our [Expression of Interest form](#). Promising candidates will be contacted for interviews.

*The Leadership Now Project believes that diversity is an asset. We seek to recruit, develop and retain the most talented people we can find. All qualified applicants will receive consideration for employment without regard to race, ethnicity, national origin, age, sex, religion, disability, sexual orientation, marital or familial status, veteran status, gender identity or expression, or any other basis protected by local, state, or federal law.*