



MANAGER, MEETINGS & EVENTS

The National LGBT Chamber of Commerce (NGLCC) is a dynamic non-profit organization working to expand the economic opportunities of lesbian, gay, bisexual, and transgender (LGBT) owned businesses. NGLCC is currently seeking a self-motivated full-time team member to serve as Corporate Relations & Events Manager for the organization.

Position Summary

The NGLCC is seeking a self-motivated and energetic Manager of Meetings & Events. This position is responsible for all aspects of meeting planning from vendor management, attendee registration, marketing, speakers/panelists, on-site support, production, and planning of NGLCC's signature annual events.

We are looking for a successful event planner to produce events from conception through completion. Candidate should have a love for special event management, provide outstanding customer service, be an enthusiastic professional, enjoy building relationships with internal and external stakeholders, and produce events that meet NGLCC's quality expectations.

Responsibilities

- Reports directly to NGLCC EVP of Programs & External Affairs and Co-Founder & President
- Conduct research, coordinate site visits, and find resources to help leadership make decisions about event possibilities
- Manage all printing needs, liaising with NGLCC's graphic designer, including event signage, program books, marketing materials, invitations, etc.
- Assist with event space contracts and booking event space, book entertainment, manage invitee lists, special guests and VIPs, confirm food and beverage requirements, order supplies and audiovisual equipment, make travel arrangements, order, and ensure appropriate décor (florals, linens, color schemes, etc.) to meet the quality expectations of the NGLCC
- Assist and create room/booth layout
- Liaise across departments to coordinate key event-related items and activities
- Serve as liaison with vendors on event-related matters
- Provide periodic input and progress reports (including registration) to staff directors for each event project
- Make sure invoices are provided to the Operations and Finance teams for timely payment
- Specify staff & volunteer requirements and coordinate their activities
- Conduct pre- and post-event evaluations and report on outcomes
- Support the organization's goals of registrants for signature events
- Assist in guiding prospective attendees through the registration process
- Support the NGLCC team in providing exceptional customer service to business owners discussing agenda, matchmaking, and event specifics
- Perform phone, email, and other outreach to NGLCC stakeholder groups to drive registration for signature events
- Manage event-related tasks and projects as assigned by the EVP and President
- Assist onsite for events to ensure successful delivery of the event as needed

Requirements



National LGBT Chamber of Commerce

- Proven event management experience
- Excellent time management
- Effective written and oral communication skills
- Fantastic customer service and high expectations for quality
- Sales skills and ability to build productive business relationships
- Ability to manage multiple projects independently
- Exceptional attention to detail
- BS in Event Management or related field, desired
- Excellent communication skills, including writing, typing emails, proof reading skills, and speaking
- Experience working on a team
- Ability to work in a fast-paced environment
- Ability to work in a virtual environment
- Must have reliable technology/internet and secure working environment
- Excellent interpersonal skills both in person and by phone, with high professionalism
- Ability to lift 30 pounds
- Capacity to move 50 pounds
- Must be able to anticipate project needs, discern work priorities, and meet deadlines with little supervision
- Must be able to work with all levels of the organization, as part of a team and individually
- At least 2 years' experience coordinating special events, desired
- Proficient using the latest versions of Microsoft Word, Excel, PowerPoint, Access, and mail merges; email and web searches
- Event software experience a plus: Cvent, Social Tables and DoubleDutch

TO APPLY

Please send a cover letter, resume, and salary requirements to HR@nglcc.org with the subject line "Manager, Meetings & Events." **Applications submitted without stated salary requirements will not be considered.** Any questions about the position can also be directed to HR@nglcc.org.

Women, ethnic minorities, LGBT people, veterans, and persons with disabilities are strongly encouraged to apply. Candidate must be authorized to work in the U.S.