Events Manager

Location: Silver Spring, MD
Supervisor: Director of Development

Position Overview

The Events Manager is responsible for planning, executing, and supporting local and national events throughout the year, including the annual Capitol Hill Ocean Week (CHOW) and Ocean Awards Gala. CHOW, and its associated Blue Beacon Series increase recognition of the role of national marine sanctuaries in ocean and Great Lakes stewardship. The manager will also lead the Foundation’s efforts to support the 50th Anniversary celebration of the National Marine Sanctuaries Act. The position requires a high degree of organization and attention to detail.

Responsibilities:

Capitol Hill Ocean Week, Ocean Awards Gala, and DC Ocean Week
- Serve as the Foundation's principal logistics coordinator for CHOW and the Ocean Awards Gala.
- Responsible for negotiating and finalizing contracts for venue and other vendors, and determining annual budget.
- Coordinate strategy across Foundation through clear and current planning and event run of show documents, with realistic deadlines and benchmarks. Track progress through plan.
- Engage key stakeholders, including the CHOW Event Committee and other partners for CHOW conference, the Gala, and in support of DC Ocean Week.
- Work in close coordination and support of the Policy Outreach Manager as they arrange conference calls and webinars for speakers.
- Work with Director of Communications to develop CHOW promotional strategies and materials.
- Plan and host regular CHOW planning meetings and maintain CHOW planning calendar/task list.
- Work with Development and Policy teams to develop DC Ocean Week initiative.
- Assist Development team in fulfilling all sponsorship activations.
- Assist Director of Development in planning VIP CHOW kick-off event.
- Help plan and attend all Event Committee Meetings.

50th Anniversary Celebration
- Work with the CEO, Director of Conservation and Policy, and Director of Development to develop and plan events for the 50th Anniversary celebration and build support for philanthropic priorities for the anniversary.
- Serve as Foundation lead for coordinating activities with the Office of National Marine Sanctuaries (ONMS) and partners.
- Work with the Director of Communications to develop communications campaign around the 50th Anniversary celebration and coordinate consistent message with ONMS and partners.

Blue Beacon Series
- Research and engage host venues and other partners.
- Assist Policy Outreach Manager as they research, invite, and confirm speakers.
- Take lead on all event logistics, including CEO participation.
- Coordinate an annual Blue Beacon Series calendar.
Chapter Events

- Work with Development Coordinator to create and update all relevant planning documents, including budget templates and planning spreadsheets.
- Work with Director of Communications and Chapter Director to coordinate marketing as necessary, and any design needs.
- Work with Development Coordinator and Chapter Director to set up ticketing and sponsorship process.
- Stay current on all relevant local laws around event planning and fundraising.
- Track Chapter events calendar, and ensure that all paperwork is complete and reconciled.

Salon and Community Events

- Work, in conjunction with the Development team, to plan and execute major donor and other small events.
- Research local venues and markets for potential event sites.
- Create a master calendar of all Foundation and sanctuary-related events across the system.

Qualifications and Requirements

- A Bachelor’s degree and two years of relevant experience.
- Skill and experience in developing and maintaining relationships and networking with academics, non-governmental organizations, government agencies, private businesses and corporations, and the general public.
- Ability to distinguish among competing priorities and balance complex and demanding workloads.
- Ability to work on multiple priority tasks concurrently.
- Skill and experience in working as a member of a team to complete diverse projects.
- Skill and experience in organization and priority setting with high level of detail.
- Knowledge of the goals, activities and programs of the Foundation.
- Fluency in computer software programs (i.e. Word, Excel, PowerPoint, Gmail, and databases) required.
- Strong oral and written communication abilities.
- Ability to work in a high pressure environment.

Why You Will Love Us:

- Dedicated and passionate staff committed to marine and Great Lakes conservation, and a fun group who takes its work more seriously than we take ourselves.
- Generous leave policy.
- Health Benefits: medical, dental, and vision
- Foundation paid disability and life Insurance
- Monthly cell phone reimbursement
- Transportation Benefits
- Retirement: 403(B) with 3% employer contribution after one year of service. No match required, 100% vested.

Compensation and Benefits: Salary commensurate with experience. The Foundation offers a competitive benefits package.
Start Date: As soon as possible

To Apply: Applications should include a cover letter, resume, and list of references to Applicants@marinesanctuary.org. Please be sure to put ‘Events Manager’ in the subject line. Applications received prior to February 7, 2020 will be preferred.

The Foundation is an equal opportunity employer and actively works to insure fair and equal treatment of its employees.