



Job Description

Job Title: Events Manager
Department: Engagement
Reports To: Chief Program Officer
Supervises: none

Effective Date: January 6, 2025

Classification: Exempt

Role:

The Manager of Events is responsible for overseeing a diverse portfolio of Chamber events to maximize member value and engagement, while ensuring financial targets are met. This position manages several volunteer committees and collaborates with every department within the organization. Execution, delegation, oversight and advisement are key functions of managing the event portfolio, which may include more than 100 events each year, consisting of various elements, audience sizes and targets, and strategic focuses.

Major Duties and Responsibilities:

E (Essential) or N (Non-Essential)

45%	Manage the portfolio of all Chamber events to ensure value to members and the business community while achieving budgeted financial goals.	E
10%	Oversee the Chamber calendar to avoid scheduling conflicts and ensure effective resource management.	E
10%	Evaluate events through surveys and other means to determine member value and research and develop new ideas, offerings or approaches. Ensure surveys are taken into consideration and addressed as necessary at subsequent events.	E
5%	Work with and provide staff assistance to various event committees in identifying award honorees, program speakers, vendors, sponsorships and other needs to ensure value is delivered through all events.	E
5%	Maintain consistent communication across the organization to ensure programmatic/strategic staff leaders are involved in appropriate aspects of event planning.	E
5%	Work cooperatively with the Senior Director of Investor Development in identifying potential sponsor needs across the organization.	E
5%	Coordinate with the Marketing & Communications Department in developing event promotion strategies and provide consistent and accurate information about event details, content and sponsor recognition.	E
5%	Consult with the Business Development Department to evaluate effectiveness of programs to meet needs of membership base.	E
5%	Assist overall organizational needs to ensure the Chamber's goals and objectives are met.	E
5%	All other duties which may be assigned.	E



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Expectations:

1. Complete 95% of projects on schedule.
2. Strong organizational skills.
3. Excellent interpersonal communication skills.
4. Positive “can do” attitude.
5. Must possess a valid Kansas Drivers License and an insured vehicle for periodic business use.
6. Presents a professional presentation in every aspect of the position
7. Flexibility and adaptability are expected.

Knowledge and Skills:

Experience:

A minimum of five years’ experience in engagement and events. Related nonprofit industry experience. Requires a self-starter comfortable with organizing and managing multiple projects simultaneously. Local travel is required.

Education:

4-year college degree preferred, business or communications preferred or an equivalent combination of education and experience. Extensive knowledge of business activity in the Wichita economy is desired.

Interpersonal Skills:

Self-motivation, a desire for a highly varied work environment, the ability to manage multiple tasks at one time, and a commitment to meeting deadlines required. Proven ability to develop strong working relationships with co-workers and organizational partners to develop organizational support. A warm, helpful, and friendly disposition; the ability to quickly connect and establish relationships with people; and the ability to read, listen and empathize with a wide variety of people.

Other Skills:

Strong organizational abilities with excellent math and communication skills preferred. Computer experience required to include proficiency in the membership database, use of electronic calendar, Microsoft Office. Must have a valid Kansas Driver’s License.

Salary commensurate with experience. Solid benefit package included. Please submit a cover letter and resume via email only to: Rhandalee.Hinman@gmail.com