The Hunt Institute’s mission is to provide unbiased research, technical expertise, and learning opportunities that equip and empower educators and policymakers to drive equitable reforms and become audacious champions for education. Since its establishment in 2001, The Hunt Institute has emerged as a recognized and credible leader in the movement to transform American public education and a go-to source for reliable, objective, and timely information. The Institute works at the intersection of education policy and politics, supporting state and national officials and empowering them to transform education. The Institute’s mandate is to inspire and equip elected officials and senior policymakers to make informed decisions that improve the lives of all children, with its primary audience consisting of governors, legislators, and other elected and state-level policymakers.

Position
The Events Manager (EM) provides logistic, planning and budget support of The Hunt Institute’s virtual and in person convenings across the Institute. The Events Assistant ensures implementation of The Hunt Institute policies and practices, participates in program budget development and expenditure tracking, prepares logistical communications as needed. This position reports directly to the Director of Programs and works collaboratively with all teams at The Hunt Institute. This position will be based out of The Institute’s Cary, NC office.

Responsibilities
- Manages logistics for our largest and most complex events.
- Manage event budget including tracking event estimates & actuals.
- Identifies opportunities to build efficiencies into processes.
- Coordinates with planning teams to ensure timely updates to logistics documents.
- Conduct site visits to potential venues.
- Establish and maintain relationships with vendors and venues.
- Negotiate contracts for hotels, event venues, catering contracts, audio visual.
- Coordinate event travel and transportation with travel agency.
- Coordinate with event planning lead to schedule speaker prep calls.
- Create and send final logistics emails.
- Assist with event material printing and preparation including but not limited to nametags and folders.
- Assist with packaging and shipping event materials.
- Monitor inventory of event supplies and coordinate with operations team to ensure supplies are stocked.
- Reserve in-office printer, blue tooth, label maker and/or laptops for event planning lead.
• Manage onsite logistics for events and anticipate and address potential problems that may arise.
• Plan for potential scenarios that could impact the integrity of the event.
• Conduct final inspections on the day of the event to ensure everything adheres to The Hunt Institute event standards.
• Manage online registration for events and attendees.
• All other duties as assigned.

Qualifications
• 5-10 years of relevant experience in event planning.
• Experience negotiating contracts; Hotel, audio visual & catering preferred.
• The ideal candidate will have experience with the following or similar platforms: event management CRMs, project management tools (Monday.com preferred), Microsoft products, Zoom, Guidebook and MailChimp.
• Commitment to The Hunt Institute’s mission and vision, alongside a passion for challenging entrenched systems of educational inequity and bettering public education for all children.
• Experience successfully executing large events as well as multiple projects at a time.
• Ability to engage professionally with diverse audiences, including senior-level elected officials and their staff.
• A strong work ethic, with a results-oriented philosophy and personal qualities of trustworthiness, openess, accessibility, kindness, flexibility, and a sense of humor.
• Ability to handle multiple assignments and meet deadlines.
• Ability to pay attention to accuracy and detail while thinking broadly.
• Bachelor’s degree is required.
• Ability to travel (anticipated 20-25%).

Ideal candidates will also demonstrate:
• High level of professionalism & leadership.
• High standards of excellence in execution events.
• Knowledge of state and national P-16 education policy.
• Experience working in fast paced environment.
• Resourcefulness and good judgment.
• Experience working with and/or for elected officials.
• The value of diversity of thought, backgrounds, and perspectives.
• Constant seeking to apply best practices and elevate the Institute’s events.
• Willingness to work collaboratively and consider new ideas.
Equal Employment Opportunity
At The Hunt Institute, Equal Employment Opportunity is our commitment and goal. All qualified candidates will receive consideration for employment without regard to race, national origin, gender, age, religion, disability, sexual orientation, veteran status, marital status, or any other protected status designated by federal, state, or local law. Applicants are encouraged to confidentially self-identify when applying. Employment is contingent upon successful completion of a reference check and background investigation.

To apply: Please submit cover letter, along with a résumé or CV, and a writing sample (no more than five pages; sections from a longer paper can be submitted) to applicant@hunt-institute.org with the subject line “Last Name – Events Manager.” No phone calls, please. Priority will be given to applicants who apply by March 25, 2022.