



Events Manager

Job Description

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 Manager 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 Vice President and works collaboratively with all teams at The Hunt Institute. This position will be based out of The Institute's office in Cary, North Carolina.

Responsibilities

- Manages logistics for The Institute's largest and most complex signature programs.
- Manages event budget including tracking event estimates & actuals on a weekly basis.
- Identifies opportunities to build efficiencies into processes.
- Coordinates with planning teams to ensure timely updates to logistics documents.
- Conducts site visits to potential venues.
- Establishes and maintains relationships with vendors and venues.
- Negotiates contracts for hotels, event venues, catering contracts, audio visual.
- Coordinates event travel and transportation with travel agency.
- Coordinates with program planning lead to schedule speaker prep calls.
- Creates and sends event communication for all logistics and materials prior to the event.
- Assists with event material printing and preparation including but not limited to nametags and folders.
- Assists with packaging and shipping event materials.
- Monitors inventory of event supplies and coordinate with operations team to ensure supplies are stocked.
- Coordinates all needed equipment and materials for the program lead/team.
- Manages onsite logistics for events and anticipates and addresses potential problems that may arise.
- Plans for potential scenarios that could impact the integrity of the event.

- Conducts final inspections on the day of the event to ensure everything adheres to The Hunt Institute event standards.
- Manages online registration for events and attendees.
- All other duties as assigned.

Qualifications

- Commitment to the mission and vision of The Hunt Institute, alongside a passion for challenging entrenched systems of educational inequity towards the bettering of public education for all children.
- Excellent relationship-building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- 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, and Guidebook.
- 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,
- Openness, 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.
- 5-10 years of relevant experience in event planning.
- 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.
- Willingness to work collaboratively and consider new ideas.

Benefits and Compensation

The Hunt Institute offers competitive compensation and an attractive benefits package, including health, dental and vision and a 401(k) plan with an employer matching contribution policy.

We feel passionately about equal pay for equal work, and transparency in compensation is one vehicle to achieve that. The salary recruitment range for this position is: \$70,000 – \$86,025.

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 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 September 30, 2022.***