



Director of Events & Engagement

- 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 Hunt Institute's Director of Events & Engagement is a strategic leader who can provide direction for all Institute events and work closely with the leadership team to oversee high-quality events that engage the multitude of audiences. The Director of Events & Engagement is responsible for coordinating and implementing the logistics for all current and future Hunt Institute events and activities including but not limited to Hunt-Kean Leadership Fellows, State Legislators Retreats, bi-annual Board of Director meetings, state and national policymaker cross-state convenings and virtual events.

The Director of Events & Engagement will serve as The Hunt Institute's lead for planning and executing all Institute events and manages a team that includes Events Managers, Events Coordinators and Events Assistants. The Director of Events & Engagement will work collaboratively with the Early Learning team, K12 team, Higher Education team, National Programs team, Equity Initiatives team, Finance & Operations team and Communications team to plan and manage events and program communications. The position will be based out of The Hunt Institute's Cary, NC office.

Responsibilities

- Collaborate across teams on event strategy strategic direction and implementation to ensure alignment with The Hunt Institutes grant deliverables and overall objectives for all events.
- Manages, directs, provides support, and evaluates events & engagement team members in performance of duties.
- Develop and ensure comprehensive plans and timelines for all events.
- Facilitates pre and post event briefings to prepare for and evaluate successful elements and challenges encountered, incorporating that information into the planning of subsequent events.

- Oversee the production of events, including agenda logistics, venue selection and site visits, collateral materials, data management, RSVP management, food & beverage, staffing coordination, and event-day onsite logistics.
- Manage events budget in coordination with event and program policy lead and Finance team and provides closed-loop communication about spending and planned allocations on a weekly basis.
- Ensure all event related planning meetings and ensure proper communication with event and program policy lead and staff regarding event goals, responsibilities and follow up.
- Develop as needed and maintain high professional standards and procedures for the production of events and conduct final inspections on the day of the event to ensure everything adheres to The Hunt Institute event standards also known as “The Hunt Way”.
- Maintain exemplary relationships with event/program policy leads, venues, external vendors and identify new business relationships as needed.
- Negotiate vendor contracts within budget parameters.
- Provide ongoing reporting for all event performance, insights, and optimization for future events.
- Work across teams to define event performance indicators and ensure accurate tracking for audience registration, revenue, and expenses.
- Plan for potential scenarios that could impact the integrity of The Hunt Institute’s events.
- All other duties as assigned.

Qualifications

- 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 for senior-level executives or elected officials.
- Experience working for political campaigns, PACs, advocacy campaigns, or political committees a plus.
- Proficiency in Microsoft Word, Excel, Outlook and PowerPoint.
- The ideal candidate will also have experience with Monday.com, Zoom, C-Vent (or similar online registration platforms), Guidebook and MailChimp (or similar email management system).
- Ability to engage diverse audiences, including senior-level elected officials, both as a discussion moderator and in one-on-one conversation.
- Passion for investing in the growth of colleagues and direct reports; able to motivate and rally support in service of organizational mission and goals.
- A deep commitment to continuous self-examination, including a learning orientation driven by the curiosity to understand the complexities of multiple audiences.
- Ability to handle multiple assignments and accomplish deadlines; ability to pay attention to accuracy and detail while thinking broadly.

- 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.
- 15+ years demonstrated event planning experience.
- Ability to travel (anticipated 25-30%).

Ideal candidates will also demonstrate:

- Knowledge of state and national P-16 education policy.
- Resourcefulness and good judgment.
- Experience working with and/or for elected officials.
- Leadership by example.
- The value of diversity of thought, backgrounds, and perspectives.
- Integrity/ethics beyond reproach.
- Constant seeking to apply best practices.
- Willingness to work collaboratively and consider new ideas.
- Commitment to The Hunt Institute's mission, vision, financial stability, and success.

Work Schedule

This position is based out of 4000/5000 Centregreen Way, Suites 301/150, Cary, NC, 27513. The current hybrid schedule is three days in the office each week, and two days' work from your home office within 45 minutes of our Cary, NC office. Occasional evenings and weekends may be required. Office hours: 8:30am-5:00pm

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 passionate about equal pay for equal work, and transparency in compensation is one vehicle to achieve that. The salary recruitment range for this position is: \$95,000 - \$116,250.

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.