

Manager, Virtual & Special Events

About The Economic Club of Washington, D.C.:

The Economic Club of Washington, D.C. is a non-profit membership organization that provides an important speaking forum for prominent business and government leaders, therefore promoting global awareness of the pivotal role that Washington plays in national and world economies. The Economic Club is comprised of over 950 business leaders, mainly from the Washington metropolitan region. Read more at www.EconomicClub.org

Position Responsibilities and Duties:

The Economic Club of Washington, D.C. is seeking a full time Manager, Virtual & Special Events to join our growing and dynamic team. This is an excellent opportunity to gain direct insight into the world of business and international affairs, support the regional community through the organization's philanthropic and leadership development programs, and expand one's own leadership skills by executing and producing highly professional, seamless virtual meetings and events.

Successful candidate is a highly organized, self-motivated, multi-tasking team player with strong oral and written communication skills, outstanding relationship skills, impressive attention to detail, and willingness to occasionally work outside a 9:00am to 5:30pm daily schedule. The Manager, Virtual & Special Events reports to the Director of Events and Scheduling.

Responsibilities

- Create and produce virtual events using Zoom Meeting/Webinar, including:
 - Build event registration sites with meeting details
 - Participate in meetings and test sessions with speakers and staff
 - Manage event production logistics (e.g. video/recording management, sharing slides, breakout rooms, technical issues, etc.)
 - Audit and analyze final attendance reports
 - Prepare and distribute post-event surveys to gather feedback regarding the member experience; presents information to staff to make improvements as needed
 - Maintain event supplies/subscriptions
 - Other duties as assigned
- Oversee the entirety of the event process for our virtual forums in each area of our programming, including, but not limited to:
 - Member-Led Forums
 - Emerging Leader-Led Forums
 - Associate Member-Led Forums
 - Member Welcome Sessions
- Monitor master virtual event schedule in partnership with the Director of Events and Scheduling.
- Support the events team onsite leading up to and at in-person events:
 - Support Director of Events and Manager of Registration with event preparation
 - Manage inquiries submitted by email during the event and update event team
 - Manage calls and act as first point-of-contact for inquiries during the event
- Participate in continued learning opportunities for virtual events and technology
- Research and connect with external networks to stay on top of trends and new tools in the virtual event space, bringing those key learnings and recommendations back to senior leadership
- Willingness to expand responsibilities as needed with strategic direction set by senior leadership

Qualifications & Compensation

- This is a full time position that will be mostly remote through 2021. Attendance is required leading up to and at all in-person events.
- Salary is commensurate with experience and competitive with current market trends. Please list salary requirements in cover letter. Organization provides excellent benefits including paid health insurance, retirement benefits, and vacation/sick leave.
- Virtual Event and Meeting Management Certificate (VEMMC) or Certified Virtual Events Planner (CVEP), helpful but not required. Organization will support further accreditation
- 2-3 years of event experience preferred

How to Apply:

To be considered promptly for this position, please submit resume, cover letter, and salary requirements to:

- Hiring Administrator, The Economic Club of Washington, DC, HR@economicclub.org
- In the subject line of your email, please indicate “Economic Club 2021 – Manager, Virtual & Special Events”