



Events Manager, The Alliance Center

REPORTS TO: Chief Operating Officer

DIRECT REPORTS: None

HIRING RANGE: \$50,000 - \$70,000

BENEFITS: This position qualifies for benefits, including health coverage, RTD Eco-Pass, matching retirement plan, generous paid holidays and paid time off.

STATUS: Full-Time, Salaried, Exempt

WORK LOCATION: Hybrid role located in Denver, CO

Organization Overview

The Alliance Center exists to solve systemic problems. We are explorers and innovators—working at the leading edge of regeneration to support a healthy planet, a strong democracy, and a thriving economy. We create solutions through the strength of partnerships. We mobilize our diverse network to accelerate solutions at the intersection of environment, community, and economy through the Regenerative Recovery Coalition and our collaborative working and event space.

The Coalition represents 390 members across the state from government, academic, for profit, nonprofit, philanthropists, media and community leaders. The coalition works to advance solutions for a regenerative society. While it is based in Colorado at this time, the work of the coalition is designed to scale nationally in the years ahead. As the coalition grows nationally it will remain headquartered in The Alliance Center, a LEED Platinum and WELL Health Safety Rated collaborative working and event space.

The Alliance Center is a 40,000-square-foot, green building- a demonstration site for sustainability in action. It is also a coworking and event space, home to many of the state's leading nonprofits focusing on social, economic and environmental wellbeing. We use our award-winning building as a Living Lab, demonstrating sustainability in action and testing innovative green building practices to improve sustainability in the building sector and the wellness of building occupants. We continuously lead by example to model the sustainable world we are working so hard to create.

Position Summary

The Events Manager is responsible for strategically leveraging The Alliance Center's various meetings and events to advance the mission of the organization. This position owns event logistics from start to finish for all events, and gatherings the organization hosts. Events can be in the Center itself, leveraging the state-of-the-art event center, or in any off-site locations. Events can range from tenant happy hour or speed networking, to virtual gatherings with hundreds of people, donor parties, large conferences or in person public events with large crowds. The Events Manager ensures our meeting space amenities are highly competitive while also ensuring that events held at The Alliance Center and off site reflect our mission by implementing green practices and educating customers. This position works closely with all other departments in the organization to plan, develop, and implement events that advance the mission of the organization from programs to fundraising and everything in between.

ESSENTIAL RESPONSIBILITIES

- Alliance Event Space and Community Bookings
 - Owns all external event bookings from start to finish and ensures all events hosted are mission aligned.
 - Provides exceptional customer service while ensuring event services are being provided efficiently and effectively and customer complaints are resolved and anticipated as much as possible.
 - Sets up all event tables, chairs, and any other necessary equipment; must be able to lift up to 25 lbs with reasonable accommodations if needed.
 - Operates all IT and AV in the event space, proactively monitors all equipment to ensure peak performance, and trouble shoot minor issues as they arise.
 - Responsible for collecting participant feedback in a timely manner that can be used to evaluate and communicate event value as well as apply feedback for continual improvement.
- Alliance Events
 - Collaborates with the Alliance Center Director and Coordinator to build and host a robust calendar of well attended, high impact events for the Alliance Center community to help them do their work better, faster and with more positive impact
 - Collaborate with program, development or communications lead on the strategy, agenda, goals, speaker line up and flow of each event. This position owns the logistics from start to finish and will support colleagues on strategy and content but is not expected to lead the programmatic side of events
 - Assists the marketing team in developing The Alliance Center's online presence and increasing The Alliance Center's brand recognition as Colorado's Hub of Regeneration by initiating and feeding social media conversations (Twitter, Instagram, Facebook, etc)
- General Event Operations
 - Develops and manages the annual event space budget
 - Establishes and tracks event impact performance metrics to communicate The Alliance Center's reach and impact, ensure that performance standards are achieved, and opportunities for continual improvement are identified
 - Lead all events to comply with green event protocols, develops educational materials for event organizers and participants, and ensures the actual event adheres to the policies put in place.
 - Stays up to date on event trends, industry changes, best practices and opportunities to leverage

JOB REQUIREMENTS / EXPERIENCE

Education: While a 4-year degree, certificate or courses in event planning are preferred, candidates will be assessed based on relevant event planning skills and experience

Experience: Minimum requirements: 3+ years of experience in event planning and implementation with a proven track record of success.

REQUIRED COMPETENCIES

- Commitment to equity, sustainability and regeneration- values aligned and motivated by the mission of the organization.
- Proven event management experience.
- Customer service and people skills including the ability to easily build rapport with others.
- Organizational and time management skills with proven ability to manage multiple priorities and function efficiently in a fast-paced and dynamic environment.
- Strong attention to detail and accuracy in record keeping, excellent task follow-through.
- Strong communication skills – both oral and written. Confident representing oneself and organization to others, particularly speaking in front of large groups (100+) to provide organization introductions.
- Proven ability to manage project personnel and contractors to achieve objectives and deliver projects on time and on budget.
- Solutions oriented- problem solver, able to think quickly on their feet to find solutions even while events are running.
- Ability to function autonomously and effectively in a fast-paced, dynamic environment, meet deadlines in a changing environment.
- Thrives working collaboratively with a team and also independently to advance the mission of the organization and each event.
- Able to lift 25 pounds, move event furniture and sets as needed for each event.
- Proven computer skills including but not limited to Microsoft Office Suite, Google Suite.

PREFERRED COMPETENCIES

- Inquisitive mind and quick learner; curious about how things operate.
- Highly technically capable. Able to understand and work with the variety of hardware and software applications.
- Nonprofit program management.

BENEFITS

- Simple IRA -3% match of compensation (eligible January 1 of the following year)
- Health Insurance (available after one month of employment)
- Dental Insurance (available after one month of employment)
- Short Term Disability Insurance (available after one month of employment)
- Life Insurance (available after one month of employment)
- Accidental Death and Dismemberment (AD&D) Insurance (available after one month of employment)
- Vacation Pay (available after three months of employment; 15 days through three full years; 20 days after three years of employment)
- Sick Pay (maximum of 10 days per year)
- Holiday Pay (14 days -New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the day after Thanksgiving, Christmas Day and December 26-December 31)

- RTD EcoPass (currently not enrolled due to RTD's Covid updates)
- Paid Parental Leave (twelve weeks, available after twelve months consecutive employment)

APPLICATION PROCESS

- Applications will be accepted until the position is filled, but priority consideration will be given to those received by March 3, 2023. Apply at <https://thehrshop.applytojob.com/apply/7BffGqODj3/Events-Manager?source=TAC>.
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The Alliance Center is committed to building an organization that celebrates diversity and embodies inclusivity. We encourage and desire applicants from all backgrounds, ethnicities and walks of life to join our team and help grow a more inclusive sustainability movement that truly serves all people. The Alliance Center provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability or genetics.