

## Manager of Events

Chicagoland Chamber of Commerce | Chicago, IL

The Manager of Events is responsible for organizing and implementing every aspect of more than 120 events (virtual or in-person) events annually, from pre-planning to post-analysis, which includes generating new ideas, establishing internal processes, planning event logistics, creating and managing run of shows, working with sponsors and partners, overseeing registration and payment processing, and more. Additionally, the Manager of Events is also responsible for managing event budgets, supporting marketing and communications, and coordinating staff.

The Manager of Events has experience in the overall management of events and is a collaborative, detail-oriented professional with a keen focus on the overall attendee experience. The Manager of Events will join the Marketing & Communications department and report to the Vice President, Marketing & Communications.

### Essential Duties & Responsibilities

- Manage the planning and implementation of events that support the Membership, Programs, Government Relations and Operations departments, as well as Office of the President & Chief Executive Officer and Board of Directors
- Assist in the development and execution of logistical plans for the Chamber's four Signature Events, which includes logistical aspects of the event from concept to analysis
- Coordinate event sponsorships and benefits between departments and Chamber members
- Identify event locations and manage event details, including coordinating site visits, décor, catering, entertainment, and equipment for in-person events
- Utilize Chamber customer relationship management technology to manage events, including event creation, registration, payment processing and invoicing
- Find opportunities for branding, advertising, marketing, communications and promotions, and partner with Marketing leads to execute tactical plan
- Prepare events reports and analysis, including financial reports, after action reviews and registration reports
- Create and oversee plan to transition events from virtual to in-person based on industry best practice and health guidelines

*May perform additional duties as assigned*

### **Skills, Knowledge & Abilities**

- Excellent project management and team facilitation skills
- Ability to achieve results by taking a proactive long-term view of business goals and objectives
- Excellent analytical and problem-solving skills
- Strong knowledge of Microsoft Dynamics, Zoom and Microsoft Office Suite (Word, PowerPoint, Excel, Outlook, Teams and OneDrive)
- Strong understanding of the event industry and ability to implement best practices
- Ability to remain in a stationary position 50% of time and be able to occasionally lift boxes weighing up to 30 lbs.
- Availability to work beyond regular business hours, including early mornings and evenings

### **Education & Experience**

- Bachelor's degree in hospitality, marketing, public relations or equivalent preferred
- Minimum of 4 years of related work experience preferred

### **About the Chicagoland Chamber of Commerce**

The Chicagoland Chamber of Commerce is a nonprofit organization that represents more than 1,000 member companies, which collectively employ 400,000 employees and generate \$24 billion in revenue. The Chamber combines the power of membership with its legacy of leadership and business advocacy to drive a dynamic economy. To learn more, visit [www.chicagolandchamber.org](http://www.chicagolandchamber.org).

To learn more or apply for this position, please send a copy of your resume and cover letter to [Sara Barnett](mailto:sbarnett@chicagolandchamber.org), Vice President of Operations, via email ([sbarnett@chicagolandchamber.org](mailto:sbarnett@chicagolandchamber.org)) and include the position title in the Subject line.