



## EVENT MANAGER

**Reports to:** Director of programmes

**Location:** Ideally London based with remote and in-person working via co-working space in London

**Salary range:** £40,000 - £45,000 depending on experience

**Contract type:** Permanent

### About the Resource Alliance

The Resource Alliance exists to strengthen the social impact sector by ensuring it can access the resources necessary to enable just, equitable, inclusive and sustainable societies.

Our ambition is to bring together a highly engaged global community of fundraisers, campaigners and activists and connect them with innovative thinking, best practices and collaborative networks to support them in their mission.

### Role summary

As the Event Manager, you will be responsible for planning, organizing, and executing a variety of events to advance our mission. We are looking for a dynamic and detail-oriented individual with expertise in event management, strong organizational skills, and the ability to work collaboratively with diverse stakeholders.

As the Event Manager, you will be instrumental in driving event planning and execution, leading initiatives with a pronounced emphasis on creating impactful and memorable experiences. This role involves coordinating and managing all aspects of events, from inception to completion, to advance the Resource Alliance's purpose. You will have a pivotal role in bringing people together from across the world, fostering global connections and collaborations. You will work closely with the Director of Programmes to enhance engagement and event success.

### Key Responsibilities and Duties

#### Event Planning and Execution:

Plan, organize, and execute a range of events, including conferences, workshops, and webinars – in person and virtual.

Manage all aspects of event logistics, from venue selection to attendee registration.

#### Stakeholder Collaboration:

Work closely with internal teams and external partners to coordinate event details and ensure successful execution.

Foster strong relationships with sponsors, vendors, and volunteers.

#### Budget Management:

Develop and manage event budgets, ensuring all events are delivered within financial parameters.

Monitor expenses and provide regular updates to the Director of Programmes.

#### Post-Event Evaluation:

Conduct post-event evaluations to gather feedback and measure success.

Use insights to improve future events and report on key metrics to the Director of Development.



#### **Innovation and Trends:**

Stay abreast of industry trends and innovative event practices across the globe to enhance the Resource Alliance's event offerings.

Continuously seek out new ideas and approaches to improve event experiences.

#### **Performance Reporting:**

Provide regular updates on event progress and outcomes, both internally and externally.

Ensure transparent reporting on metrics and achievements.

#### **Person Specification**

This role requires a proactive and organized individual with a keen understanding of event management and the ability to deliver high-quality events that support the Resource Alliance's mission.

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| <b>Key Criteria</b>        | <p>Minimum of 5 years of experience in event management, preferably within the nonprofit or social impact sector.</p> <p>Proven track record of successfully planning and executing a variety of events.</p> <p>Strong organisational and project management skills, with the ability to multitask and meet deadlines.</p> <p>Excellent interpersonal and communication skills, capable of building strong relationships with stakeholders.</p> <p>Experience managing event budgets and financial planning.</p> <p>Creative and innovative mindset, with the ability to think outside the box and improve event experiences.</p> |
| <b>Skills</b>              | <p>Highly organized with strong attention to detail.</p> <p>Proficient in event management software and tools.</p> <p>Excellent relationship management and negotiation skills.</p> <p>Strong marketing and promotional skills.</p> <p>Effective oral and written communication skills.</p> <p>Ability to work in an international, multi-cultural environment.</p>                                                                                                                                                                                                                                                               |
| <b>Personal Attributes</b> | <p>Confident and capable of representing the organization at events and meetings.</p> <p>Results-driven with a strong commitment to achieving the Resource Alliance's mission.</p> <p>Collaborative and able to work effectively within a team and independently.</p>                                                                                                                                                                                                                                                                                                                                                             |



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|  | Entrepreneurial and innovative, with a passion for creating impactful events. |
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### **Diversity, Equity and Inclusion**

We are an equal opportunities employer, committed to providing a service and following practices that are free from unfair and unlawful discrimination. We encourage applications from candidates of all backgrounds and experiences.

### **What we offer**

We offer working in an international environment, with people and organizations from all over the world. The Resource Alliance Global Community is truly known as an open source of linking, sharing, connecting and collaborating with each other, working towards a more just, equitable and healthy world — for all life on this planet. The Resource Alliance team is energetic, entrepreneurial, and impact driven, supported by volunteers and experts from the social impact sector. Our work is focused on identifying and disseminating new thinking, holistic solutions, innovative approaches and collaboration opportunities, meaning always on the edge of what more can be done. If the above appeals to you, we would be very interested in meeting with you.

### **How to Apply**

To apply for the post, please send a letter of application stating the skills and approach you would bring to the role, along with your CV/resume in English to [events@resource-alliance.org](mailto:events@resource-alliance.org). Please put Event Manager, RA in the subject line and let us know where you saw this exciting role.

**The deadline for application is 21<sup>st</sup> June 2024**