

EVENTS MANAGER

The National Center for Civil and Human Rights (NCCHR) seeks an Events Manager to join our dynamic and versatile Events Team. At NCCHR, the Events Team provides a full-range of small and large format events, hospitality, and business services. We support NCCHR professionals with program and institutional event needs, including meeting/event planning and execution. We work collaboratively with colleagues throughout the organization, applying the specialized knowledge and skills required to provide meaningful experiences.

Position Summary

An Events Manager is responsible for working with clients to complete on-site and virtual event sales, services, and fulfillment for The National Center for Civil and Human Rights, Inc. (NCCHR). NCCHR Event Managers are well-versed in event communications, multi-level scheduling and the coordination of meetings and events. We seek candidates who are engaging, proactive, and highly detail-oriented. We seek to approach every client and potential client interaction with positivity and can-do attitude, utilizing strong interpersonal skills in both internal and external communications. To be successful an Events Manager must be passionate about providing outstanding client and partner experiences.

Essential Duties and Responsibilities

- Provide outstanding, professional customer service to existing and potential NCCHR Events clientele
- Field inbound event leads and inquiries
- Serve as primary contact during event planning and implementation process, in areas such as: brainstorming and implementing event plans and concepts, menu recommendations, space selection and format, scheduling, logistical planning, liaising with and securing vendors
- Expertise in communicating and negotiating event budget details and client costs
- Supervise day-of event execution, with the support of team members and vendors as appropriate, addressing last minute logistical needs, ensuring proper execution of events and providing course correcting options and/or directives, seeking leadership's guidance when needed
- Provide guidance and support to internal departments to effectively secure and utilize meeting and event space(s), space logistics and setup, and catering as needed for internal events such as large staff meetings, vendor meetings, potential donor meetings, etc.
- Apply effective communication and collaboration practices, resulting in "best in class" event experiences
- Ensure appropriate NCCHR Events policies and procedures are communicated in writing to clients as part of the event planning process, and policies and procedures are adhered to during events
- Complete pre- and post-event responsibilities as team policy necessitates

Core Competencies

- Bachelor's degree in Hospitality, Public Relations, Marketing, or related field
- Minimum 5-7 years of applied event industry experience
- Strong commitment to providing outstanding, best in class client service
- Project management, process, time-management and problem-solving expertise
- Demonstrated critical thinking, decision-making, and conflict resolution abilities
- Strong written and verbal communication and interpersonal skills
- Vendor management, event budget, marketing and negotiation experience
- Professional personal presentation; highly organized and personable
- Strong technical skills, including proficiency in Microsoft Office, Adobe and Share Point
- Experience or familiarity with ReServe Interactive for event management preferred
- Ability to occasionally work early mornings, evenings and weekends as events call for
- Commitment to the mission, core values, and vision of National Center for Civil and Human Rights

Physical Requirements

- Capable of working on a computer for extended periods of time
- Extended periods of sitting, walking and/or standing
- Cognitive ability for critical thinking, problem-solving, quick decision-making
- Ability to lift, carry, and or move up to 25 pounds
- Bending, reaching, kneeling, crawling

Compensation: Annual Salary Range \$52,000 - \$60,000 DOE + Benefits

Employment Eligibility

NCCHR is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees based on age (40 and over), race, sex, color, religion, sexual orientation, national origin, disability, veteran status, genetic information, gender identity, and any additional statuses protected by Title VII of the Civil Rights Act of 1964.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

About Us

The National Center for Civil and Human Rights (The Center) is an engaging cultural center that connects the American Civil Rights Movement to today's ongoing struggle for human rights, whether at a local, national or global level. Our purpose is to create a safe space for visitors and attendees to explore the fundamental rights of all human beings so that they come away inspired and empowered to join the ongoing dialogue about human rights in their communities, workplace, and lives. The Center has a local footprint in downtown Atlanta, Georgia with a national reach in the ongoing pursuit of civil and human rights for all. To learn more, visit our website civilandhumanrights.org.

Interested and qualified candidates please submit a cover letter and resume to careers@civilandhumanrights.org.