



MANAGER OF EVENTS JOB DESCRIPTION

Organization: San Francisco Chamber of Commerce is the largest and most influential business membership organization in San Francisco. The Chamber serves around 1,000 partner businesses and more than 200,000 employees from companies of every size and industry in San Francisco and across the Bay Area. Acting on our mission to attract, support and grow business in San Francisco, the Chamber delivers dozens of live, virtual and hybrid programs and events each year and advocates for a prosperous economy and high quality of life for everyone who lives, works, and visits the city. For more information, visit www.SFChamber.com.

Job Title: Manager of Events

Exempt: Yes

Location: 235 Montgomery Street, Suite 760, San Francisco, CA 94104 with partial work from home options.

Reports To: Senior Director of Marketing & Events

Summary: The San Francisco Chamber of Commerce is seeking a dynamic, hardworking team player to fill our Manager of Events. This position is charged with ensuring the organization's programs and signature events create a lucrative and educational platform for our members to engage, inspire, connect, promote, and thrive. The position reports directly to the Senior Director of Marketing & Events and will lead live, virtual, and hybrid events and programs with the goal to ensure alignment with SF Chamber initiatives and marketing strategies.

Essential Duties and Responsibilities:

Contribute to achievement of the Chamber's financial goals by supporting the coordination of signature events, including but not limited to the following:

- *CityBeat Breakfast*
- *CityTrips*
- *Excellence in Business Awards* (Ebbies)
- *WELL Conference* (Women Empowering, Leadership & Learning)

Contribute to achievement of the Chamber's financial goals by managing Programs including but not limited to the following:

- *Executive Receptions*
- *Business After Hours*
- *WELL Cohort Program*

**All Programs and Events are subject to change and overall assignments of responsibility within department are the responsibility of the Senior Director of Marketing & Events. Other duties may be assigned.*

Project Management & Event Logistics:

- Work collaboratively with Senior Director of Marketing & Events to lay out long-range planning for upcoming year's events and programs: create calendar, secure venues, create baseline budgets
- Work collaboratively with Senior Director of Marketing & Events to ensure programs engage our membership to ensure ROI. Responsible to drive educational focus within our Program series that is designed to focus on specific topics relevant to member businesses and those that will help to drive interest and attendance
- Manage all aspects of assigned events and programs (live, virtual, and hybrid) from conception, planning, execution, and wrap-up, while acting as day-of point person
- Develop timelines, content, day-of-event scripts, sponsor activities, volunteer schedules, and all day of activities.
- Develop and manage relationships with vendors, including hotels, caterers, florists, ground transportation, décor, printers, etc. and look for volume discount opportunities where possible across all events and programs
- Lead all registration logistics using Salesforce
- Produce virtual events for programs such as *City Hall Check-in*, *Small Business Help Desk*, and any ad hoc webinars. Logistics include working with teams to secure speakers and build content, manage sponsor activation, promotion, registration, and post-event wrap-up.
- Work with marketing team to fulfill all advertising and event promotion materials

Budget Management:

- Work with the Senior Director of Marketing & Events to provide a budget for assigned event and/or program; provide Finance Dept with all revenues/expenditures
- Track and reconcile expense and revenue budgets for all events and programs
- Review all contracts to ensure price and terms meet event needs
- Assist the Senior Director of Marketing & Events with sponsorship outreach to support event revenue
- Manage sponsor relationships with Senior Director of Marketing & Events. Handle all aspects of fulfillment: invoicing, securing sponsor logos and ensuring placement, as appropriate, on all communications.

Marketing:

- Work with Senior Director of Marketing & Events and the Digital Content Manager to build successful event marketing campaigns that align with the SF Chamber brand
- Contributing to all event marketing initiatives using Pardot
- Work with Senior Director of Marketing & Events to build sponsorship packages

Other Duties as Assigned:

- Assist/manage in the planning and production of Chamber's live and virtual events for other Chamber departments as needed
- Attend, staff, and report on Chamber and Chamber-partner programs and events

Requirements:

- Demonstrate a high level of customer service

- Demonstrate that you are a team member; understand the priorities of the organization, recognize when others need help, and volunteer assistance
- Treat others with respect
- Demonstrate honesty, openness, and trustworthiness
- Keep confidential information confidential
- Demonstrate reliability by coming to work on time on a consistent basis, and completing work on time
- Excellent written and verbal communications skills
- Proficient in Microsoft Office Suite
- Non-profit experience is a plus
- Salesforce and Pardot experience preferred or similar CRM experience

Other Skills & Abilities:

Entrepreneurial problem solver exuding a high degree of professionalism and the ability to manage conflicting priorities to deliver high quality results. Existing relationships with external and internal Bay Area partners are important. Must be able to work flexible hours and occasionally travel for meetings.

Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is primarily sedentary. The employee will be required to sit for extended periods of time at a desk and use the computer. The employee must be able to stand for 5 or more hours and walk several city blocks. Ability to lift to thirty-five (35) pounds infrequently. In-office noise level in the work environment is moderate.

*Currently, this position is expected to work from the office 2 days a week. Remote schedules are subject to change.

Education and Experience:

B.S. in Business, Marketing, Hospitality, or Event Administration and 5+ years event management experience with increasing level of responsibilities.

Compensation:

Compensation commensurate with experience. The Chamber also provides a generous benefits package that includes: medical, dental, vision, life insurance and 401(k) compensation program with employer matching (subject to annual Board of Directors' approval). This position enjoys 11 paid holidays, plus two floating holidays per year, up to 10 days vacation an accrual basis per year (increases after 3 years' employment), and an initial accrual of 12 Sick days per year. Salary range is \$70k-\$90k/annual based on experience.
