



POSITION DATA

JOB TITLE: Senior Manager, Strategic Planning and Commemorative Events
DEPARTMENT: Strategy & Operations
REPORTS TO: Vice President of Strategic, Operational, and Commemorative Planning
CLASSIFICATION: Exempt
SALARY: \$75,000 - \$85,000
DATE: December 2022

POSITION OVERVIEW

Reporting to the Vice President, Strategic, Operational, and Commemorative Planning (VPSOCP), the Senior Manager, Strategic Planning and Commemorative Events (SM) will be responsible for managing strategic initiatives and commemorative events in support of the VPSOCP, particularly related to working cross-organizationally to create action plans and evaluate the success of the organization's priorities and strategies.

The SM will manage institutional priorities, with emphasis on the execution of major cross-organizational initiatives, including annual commemorative events such as the 9/11 anniversary ceremony, the February 26, 1993 anniversary ceremony, the May 30, 2002 anniversary ceremony, and other special projects like the citywide commemoration effort with NYC cultural institutions. This position will engage all departments of the Strategy and Operations Division in coordination of this division's efforts with others across the organization.

ESSENTIAL FUNCTIONS

- In support of the VPSOCP, serves as a cross-organizational manager for key institutional priorities, initiatives, and events, including:
 - Strategic Plan implementation
 - Annual Tribute in Light installation
 - Anniversary planning and events, with emphasis during milestone years
 - Partner Communities program advising organizations on memorialization at other sites of atrocity
- Contributes to the management of all major public-facing events, such as the 9/11 Commemoration, '93 Commemoration, and May 30th Commemoration, including:
 - Providing onsite support, from load-in through load-out
 - Assisting with pre-event day logistics, such as meeting agendas, stakeholder engagement, and preparation of necessary supplies
 - Managing staffing plans and volunteer trainings

- Drafting and creation of all event-related materials and collateral
- Liaises with the External Affairs team in support of worldwide broadcasts and press inquiries as they relate to commemorative events
- Develops new initiatives and contributes to event planning in milestone years (i.e., helping to manage the institution’s integrated plans for 25th anniversary of 9/11)
- In support of the VPSOCP, manages the seamless coordination and implementation of major, cross-institutional, high-impact strategic initiatives, projects, and events (i.e., American Alliance of Museums accreditation process and ongoing relationship, strategic planning efforts, milestone anniversary integrated planning).
- Supports the annual reassessment of strategic plan, which sets the priorities of the institutions, and add out-years.
- Helps to provide regular reports on the status of strategic plan progress.
- Helps to troubleshoot and coordinate operational issues across departments, and proactively propose plans to streamline policies and procedures where appropriate.
- Ensures smooth on-site coordination for all activities, functions, and events—including coordination among S&O functions, with all other organization-wide departments, and WTC campus partners.
- Develops and nurtures strong relationships with external partners, including 9/11 stakeholder groups, government agencies, and others with a stake in the World Trade Center site.
- Represents the VPSOCP at internal and external meetings and presentations, as requested.
- Creates presentations and draft remarks/talking points for the VPSOCP and CSOO.
- Contributes to the budget process by supporting decreased spending and increased efficiency across all operational channels.
- Supports other current institutional priorities, major initiatives, and projects, as assigned.

QUALIFICATIONS/SKILLS REQUIREMENT

- Bachelor’s Degree
- 5-7 years of relevant experience within the nonprofit sector or events field.
- Strong understanding of event logistics with a proven track record for successfully managed events.
- Ability to think strategically and creatively and excel in a fast-paced environment.
- Excellent attention to detail and organizational skills.
- Availability to work extended hours and occasional weekends as needed.
- Computer proficiency with all Microsoft Office.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment described in this job description are representative of those that the employee will encounter and are expected to meet to successfully perform the essential functions of the job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to see, be mobile, and have the ability for 2-way communication with the public and staff.

The work environment is an indoor, climate-controlled office environment comprised of cubicles, walled-offices, and group conference rooms. The noise level in the office environment is usually low. Employee will be required to comply with organizational Health and Safety Plan. Minimal travel is required.

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- This job description is a descriptive list of the responsibilities and qualifications associated with this position and are not intended to be all inclusive. Employees are expected to also perform other business- related duties as assigned by the supervisor or other management.
 - The organization reserves the right to change, modify, or reassign job responsibilities, duties, and scheduled work hours as per business needs.
 - This document is a communication tool and not intended as a written or implied contract of employment.
 - I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.
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APPROVALS

Employee Signature

Date

Department Head Signature

Date

Human Resources Signature

Date