POSITION DATA

JOB TITLE: Manager, Events and Business Partnerships  
DEPARTMENT: Strategy & Operations  
REPORTS TO: SVP, Special Events and Business Partnerships

POSITION OVERVIEW
Reporting to Senior Vice President, Special Events and Business Partnerships (SVPEBP), the Manager, Events and Business Partnerships (MEBP) will take a management role in the coordination of large-scale events and visits including the annual 9/11 Memorial 5K Run/Walk and Community Day, Benefit Dinner and the September 11, 2001 Commemoration and support all events across the institution. This position will independently oversee medium/large scale events with the ability to handle events with little supervision. This position will interface with the public and manage all aspects of assigned space rentals such as contracts, invoices, signage and deliveries and notifications. This position will provide onsite support for events led by the department, as well as tours and dignitary visits/tributes.

Additionally, the (MEBP) will be expected to generate new business partnerships and support and strengthen existing, business partnerships throughout New York City—with an emphasis on lower Manhattan—with an eye toward leveraging opportunities for financial support, mutually beneficial offerings, outreach for events, tributes, public programs, and overall community partnerships.

ESSENTIAL FUNCTIONS:

• 9/11 Memorial & Museum space rentals:
  o Independently manage multiple space rentals at any given time.
  o Seek to generate new space rental opportunities.
  o Communicate the policies and protocols to prospective clients.
  o Provides onsite support for day-of-event logistics.
  o Manages event-related paperwork, including invoices, contracts, and space rental request forms.
  o Manages pre-event logistics, including deliveries, signage and ABM/AV requests for assigned events.
  o Leads site visits with external partners and clients.

• Major public-facing events, including the 9/11 Commemoration, 9/11 Memorial 5K Run/Walk and Community Day, and Benefit Dinner:
  o Ability to independently manage designated portions of large-scale events as assigned by the SVPEBP.
Provides onsite support for all public facing events.
In coordination with the SVPEBP and Senior Manager Special Projects support pre-event day logistics.

- Manage medium/large scale events independently.
- Play a pivotal role in revenue generating events and public facing activities (may require after-hours presence). These events include:
  - Space Rentals.
  - Annual Benefit Dinner.
  - Annual 5K Run/Walk and Community Day.
- Contributes to the budget process to support decreased spending and increased efficiency as related to events’ needs.
- Conducts targeted outreach to new hotels, restaurants and downtown business to generate new business partners and incentivize participation in 9/11 Memorial events.
- Develops new initiatives and funding opportunities focused on local business partnerships.

OTHER RESPONSIBILITIES

- Seeks to generate additional revenue opportunities through space rentals and partnerships.
- Coordinates with all internal departments (including Communications, Operations, and Museum) throughout all phases of major and/or revenue generating internal and external events and major public facing activities.
- Provides premium tour services to VIP groups, as needed.
- Develops new ideas and assisting the (SVPEBP) with all new initiatives and other special projects, as assigned.

QUALIFICATIONS/SKILLS REQUIREMENT

- Bachelor’s Degree required
- 5-7 years’ of proven track record of event experience within the nonprofit sector or events field
- Knowledge and understanding of event coordination/logistics
- Proven ability to think independently, strategically and creatively
- Ability to be a flexible team player with the skills and ability to work in a fast-paced and changing environment
- Excellent attention to details and organizational skills
- Availability to work extended hours and occasional weekends, as needed
- Computer proficiency with Microsoft Office, Excel, Outlook and PowerPoint required

HOW TO APPLY

- Include job title in the email subject field.
- Please indicate the location where job posting was seen.
- Please submit a resume to 911mmsebpjobs@911memorial.org
- Please visit our website at www.911memorial.org
PHYSICAL DEMANDS/WORK ENVIRONMENT
The physical demands and work environment described in this job description is 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 sit, talk, listen, use hands to type data, touch, feel, reach with hands and arms, and dial the telephone. The employee is also required to stand and walk. Vision requirements include close, distance, peripheral vision, depth perception and ability to adjust focus.

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

• 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.