



## **CONFERENCE AND EVENT LEAD/ASSOCIATE**

Are you drawn to innovation? Are you inspired by the entrepreneurial mindset and embrace new ways of thinking? Do you want to work alongside the people who are committed to improving lives and driving the evolution of our world?

If you can answer yes to these three questions, then we want to hear from you.

**CED is seeking a conference and event professional that has the drive to create memorable experiences for our customers including entrepreneurs, investors, and ecosystem partners. This role is new to the team and will have the opportunity to build out this function. The position title may be Lead or Associate depending on career level. CED has a flat organizational structure, enabling and empowering each role to contribute directly to driving the mission forward.**

CED is an established nonprofit organization that has been in operation for nearly 40 years. Since its inception, it has acted as a convener of the ecosystem supporting entrepreneurs, a liaison to founders building scalable companies, a provider educating new entrepreneurs as they take the leap into entrepreneurship, and a partner to other resources with aligned missions.

### **Mission:**

We connect entrepreneurial companies with high-value resources that accelerate business growth.

### **Value Proposition:**

With entrepreneurs and partners being essential to CED's organizational structure, having a meaningful message that resonates across these relationships is key. Entrepreneurs receive direct benefit from CED branded services, programs and engagement opportunities. Where our corporate partners, investors and community collaborators provide resources for these companies that enable them to go farther, faster.

### **DUTIES AND RESPONSIBILITIES:**

This role is responsible for coordinating all of the moving parts involved in ensuring CED events go smoothly, including sourcing and choosing unique venues, defining needs and coordinating vendor services, building agendas and managing participants, and most importantly...designing elements of the event experience that create impact in the ecosystem. He/she/they will plan and coordinate all the details before the event and handle day-of logistics. He/she/they communicate well with internal and external customers with a strong ability to identify and execute on primary tasks. Broader responsibilities include:

- Organize and project manage small engagements, as well as larger multi-day events including our annual summit, Venture Connect. Responsible for approximately 30 events annually.
- Recruit and manage volunteers to support events
- Create pre and post event surveys to capture opportunities to create valuable experiences
- Design and execute programming that maximizes engagement.

- Drive the project planning and execution processes for programs/events while leveraging productivity tools like Asana, FormAssembly, G-Suite and Salesforces. A strong proficiency in database management, running reports and managing KPI dashboards in Salesforce, is desired.
- Design customer communications in conjunction with the Marketing Manager, to be deployed through various channels.
- Manage an events budget including initial contract negotiations, invoicing and payment
- Work with Head of Business Development to manage sponsor benefit fulfillment
- Other responsibilities pertaining to event planning and execution, as needed

#### **WHO YOU ARE AS A HUMAN**

- An intimate respect for process and the people who contribute to work flows.
- Live by the philosophy that there is always a better way to do things
- Naturally believe that the customer should be at the center of every decision made
- Curious with a strong drive, as lifelong learner

#### **YOUR PAST ADVENTURES INCLUDE**

- Event planning for business focused events
- Longevity in a customer-facing role where you were successful in growing and supporting a variety of customer personas
- Successfully communicated and actively listened to understand the needs of internal teams and external customers to improve outcomes
- Consulted, sourced, and implemented new tools to increase productivity for teams
- Thrived in an environment that was rapidly growing and changing
- Successfully persuaded colleagues to take a different approach to addressing a customer need

*Some **personal qualities** we find attractive at CED are an adaptive nature, intrinsically motivated, warm, friendly, and highly collaborative.*

**Please submit a statement of interest and resume to [admin@cednc.org](mailto:admin@cednc.org).**