Title and Classification

- **Job Title**: Events Manager (Mid-Career)
- **Classification**: Exempt from Overtime Pay
- **Reports To**: Executive Director

Location

- **Location**: Alexandria, VA, or Remote

Job Overview

The **AMI/USA Events Manager** is a key role responsible for orchestrating impactful events that elevate our brand, enhance member loyalty, and enrich the AMI/USA community experience. With an enthusiastic "can-do" attitude, the Events Manager will lead the development of our signature annual Montessori event and other strategic gatherings. This role requires a creative and organized professional who can plan, coordinate, and execute events that align with our mission and objectives.

Key Responsibilities:

- **Event Planning**: Organize and oversee AMI/USA’s signature annual Montessori event and other programs, ensuring they align with organizational goals.
- **Speaker Engagement**: Identify, contract, and liaise with speakers to provide engaging and relevant content that meets the needs of our community.
- **Event Calendar Management**: Plan and manage the organization’s events calendar, ensuring a seamless schedule of activities and programs.
- **Negotiation and Partnership**: Negotiate agreements with exhibitors, sponsors, and partners, building lasting relationships that benefit AMI/USA.
- **Budget Management**: Collaborate in developing and managing event budgets to ensure cost-effective and successful events.
- **On-Site Coordination**: Work with hotel liaison, hotel staff, and AV teams for on-site events to ensure smooth logistics and high-quality experiences.
- **Marketing Collaboration**: Partner with the Director of Communications to effectively market all events, amplifying our reach and engagement.

This position requires a candidate with a strong attention to detail, creativity, organizational skills, and vision, as it plays a significant role in amplifying the AMI/USA brand and providing essential content and professional development opportunities for our members and the larger Montessori community in the United States.
Primary Responsibilities

- **Event Strategy**: Brainstorm and implement event plans and concepts that align with AMI/USA’s goals and mission.
- **Team Collaboration**: Supervise and collaborate with a virtual events coordinator to ensure seamless event planning and execution.
- **Programming Development**: Work with team members to develop engaging programming and secure high-caliber speakers.
- **Research and Communication**: Conduct research to identify potential speakers and communicate effectively to ensure relevant and supportive programming.
- **Session Logistics**: Coordinate session logistics, including hybrid event implementations, to ensure smooth and successful experiences for all attendees.
- **Budget Assistance**: Assist in developing event budgets, ensuring financial goals are met.
- **Exhibitor and Sponsor Liaison**: Liaise and negotiate with exhibitors and potential sponsors to secure valuable partnerships.
- **Executive Reporting**: Provide updates and reports to the AMI/USA Executive Director on event progress and outcomes.
- **Branding and Communication**: Assist with event branding and communications to enhance event visibility and engagement.
- **Feedback and Reporting**: Develop event feedback surveys and post-event reports to assess success and areas for improvement.
- **Permit Acquisition**: Obtain necessary permits and ensure compliance with all regulations for event execution.
- **Additional Duties**: Perform other responsibilities as assigned by the Executive Director.

Basic Requirements

- **Education**: Bachelor’s Degree
- **Experience**: At least 2-5 years of events management experience; a Certified Meeting Professional (CMP) certificate is preferred.
- **Expertise**: In-depth knowledge of event planning and logistics, with a proven track record in a similar role for a comparable organization.
- **Technical Skills**: Proficiency in Google Workspace and/or Microsoft Office, with demonstrated expertise in Microsoft Excel and/or Google Sheets.
- **Virtual Tools**: Solid working knowledge of Zoom for both meetings and events.
Preferred Requirements

- **Database Skills**: Experience with FileMaker Pro or a similar database application.
- **Montessori Familiarity**: Familiarity with Montessori philosophy and pedagogy.

Personal Skill Requirements

- **Self-Motivation**: Self-directed and self-motivated with strong attention to detail.
- **Strategic Thinking**: Ability to operate at both strategic and tactical levels, with keen analytical and problem-solving skills.
- **Efficiency**: Process-oriented and efficient in creating and maintaining systems for high-quality work.
- **Communication Skills**: Communicates effectively in verbal and written form, presenting complex information clearly.
- **Professionalism**: Exhibits a professional, ethical, respectful, and graceful manner.
- **Team Collaboration**: Ability to work collaboratively in a team environment, be accountable, invite suggestions, ask for support when needed, and provide support to others, all with a dedication to overall organizational success.
- **DEI Commitment**: Strong understanding of and commitment to diversity, equity, and inclusion, with an interest in applying these principles in the workplace.

Physical Requirements

- **Office Environment**: Must be able to sit for long periods and utilize general office and computer equipment with regular and consistent use of a keyboard and mouse.
- **Event Environment**: When at an on-site event, must be able to walk and stand for prolonged periods while overseeing programming and logistics.
- **Visual Acuity**: Necessary to spend lengthy periods at the computer.

Work Schedule

- **Hours**: Typical EST business hours with flexibility for occasional evening/weekend work for meetings and events.
- **Travel**: Occasional travel required for potential conference venues and in-person events.
Compensation and Benefits

- **Salary Range**: $59,000 to $66,000, commensurate with experience.
- **Health Benefits**: Group Health, Dental, and Vision Insurance.
- **Retirement Plan**: 401(k) matching.
- **Paid Time Off**: Generous paid time off policy.

How to Apply

To apply, please submit a cover letter, resume and list of references to hiring@amiusa.org.