

POSITION:	Event Manager (S)
RESPONSIBILITIES:	This position is responsible for the overall management, coordination and execution of all of the organization's events.
DEPARTMENT(S):	Business and Operations
REPORTS TO:	Director of Business and Operations
QUALIFICATIONS AND SKILLS:	<p>Bachelor's degree in business, hospitality, or other related field is required. Certified meeting professional through the Professional Convention Management Association is preferred.</p> <p>Minimum of three to five years of supervisory experience as well as professional experience in event management and working with volunteers and third-party vendors, including hotels, travel agents, etc., is required.</p> <p>The ideal candidate possesses strong organizational and interpersonal skills and is able to multitask and work independently, set priorities and meet deadlines in a fast-paced environment, and strategize and implement solutions across multiple events.</p> <p>The Event Manager will oversee and organize events that will impact Kappa Kappa Gamma's target audiences. The ideal candidate is enthusiastic with fresh ideas and exceptional organizational skills who will ensure events are successful and cost-effective, paying attention to budget and time constraints.</p> <p>This position requires, above all, a manager who is able to look at events comprehensively and collaboratively with volunteers and peers to provide insightful direction on how best to enhance each. He or she will maintain rapport with Kappa volunteers, staff members, and the public to ensure the highest level of customer service.</p> <p>This position is required to work an irregular schedule (at times), including nights and weekends to accommodate volunteer and staff needs for the organization's events.</p> <p>This position, which is located at Kappa Kappa Gamma Headquarters in Dublin, Ohio, is salaried and will commensurate with experience and qualifications.</p>
DUTIES: (in a biennium)	
Percent	Description
30	Manage, coordinate and execute Kappa Kappa Gamma's Convention, which is held every even year. Work closely with the General Convention Chairman and members of the Convention Committee (volunteers) to plan all logistics for the event from requests for proposals to execution. Negotiate and secure contracts for services, such as photography, transportation, freight, and production. For the event, serve as the primary

	contact for the hotel, staff members, and volunteers. Reconcile bills post-event.
20	Manage, coordinate and execute Kappa Kappa Gamma's Kappa Leadership Conference, which is held every odd year. Plan all logistics for the event from requests for proposals to execution. Manage registration for each conference. Negotiate and secure contracts for services, such as transportation, freight, and audiovisual needs. For the event, serve as the primary contact for the hotel, staff members, and volunteers. Reconcile bills post-event.
10	Manage, coordinate and execute Kappa Kappa Gamma's Associate Council Seminar, which is held every odd year. Plan all logistics for the event from requests for proposals to execution. Manage registration for the event. Negotiate and secure contracts for services, such as transportation, freight, and audiovisual needs. For the event, serve as the primary contact for the hotel, staff members, and volunteers. Reconcile bills post-event.
8	Manage, coordinate and execute Kappa Kappa Gamma's annual House Board Forum. Plan all logistics for the event from requests for proposals to execution. Manage registration for the event. Negotiate and secure contracts for services, such as transportation, freight, and audiovisual needs. For the event, serve as the primary contact for the hotel, staff members, and volunteers. Reconcile bills post-event.
7	Assist the Extension Coordinators to secure travel, hotel rooms, and meeting spaces for extension visits. Secure contracts and plan logistics for extension events, including hotel rooms, meeting spaces, food and beverage, transportation, and audiovisual needs.
5	Coordinate in-house meetings at Kappa Kappa Gamma Headquarters, including booking hotel rooms and coordinating travel, meals, and transportation. Serve as the primary liaison between the Meeting Chairman (volunteer) and Headquarters staff.
5	Cultivate and maintain relationships with third-party vendors, such as ConferenceDirect, the Fraternity travel agent, national sales representatives from hotel companies, hotel directors of sales, transportation companies, photographers, restaurants, etc.
5	Work with the Director of Finance, Fraternity Treasurer, and Executive Director to plan budgets for events.
5	Attend both on-site and off-site events, such as Convention, Kappa Leadership Conference, Associate Council Seminar, House Board Forum, and site visits. Some trips may be overnight and others may be multnight.
5	Other duties as assigned.