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The Boston Foundation believes that one of the great strengths of the Greater Boston community is the rich diversity of its residents in race, religion, national origin, ethnicity, sex, sexual orientation, gender identity, genetic information, age and physical abilities. The Foundation seeks to enhance and support that diversity, not only by its grant making, but also by adopting and implementing employment policies and practices designed to recognize and respond to such diversity.

The Boston Foundation is an Equal Opportunity Employer. We encourage applications from people with diverse backgrounds and experience.

**All applications should be submitted online. Go to**<https://www.tbf.org/who-we-are/careers>**and select “Manager of Events” to complete our online application process.**

**Job Description**

**Title:** Manager of Events

**Department:** Office of the President

**Reports To:** Senior Director of Events, Operations and Facilities

**FLSA Classification:** Exempt **FTE:** 1

**Supervises:** Event Operations Associate

**Hybrid Schedule (subject to change):** 3 days a week in the office, the remaining two days are remote. Some evenings and early mornings, as needed.

**Position Budgeted:** $75,000.00 to $80,000.00

**Position Summary:**

The **Manager of Events** is a key member of the Events, Operations & Facilities team, reporting directly to the Senior Director of Events, Operations & Facilities. This role is responsible for supporting the coordination, planning, and execution of the Foundation’s events, ensuring a high standard of quality and impact. Must have exceptional attention to detail, strong organizational skills, and the ability to manage multiple priorities in a fast-paced environment. In addition to event planning responsibilities, the Manager will assist with related administrative tasks as needed to support the broader goals of the department.

**Essential Functions:**

* Partner with the Senior Director to centralize and improve the Foundation’s overall events processes;
* Develop and refine planning guidelines, checklists, and systems to streamline event coordination;
* Design, coordinate, and execute dozens of large-scale forums and events annually;
* Oversee logistics for approximately 200 internal and external meetings, receptions, and gatherings each year;
* Supervise the Events Operations Associate, providing direction and support for day-to-day tasks;
* Deliver on-site event support, including attendee check-in, technical assistance, and logistical troubleshooting;
* Manage weekly operations for events and front office logistics, including vendor coordination, room setup/breakdown, and scheduling of team support;
* Provide detailed furniture setup instructions and floor plans to building management weekly;
* Oversee the creation and quality control of event materials, including invitations, registration pages, welcome slides, post-event surveys, and follow-up communications;
* Monitor event and meeting request submissions, ensuring timely execution of logistics such as catering and room setup;
* Respond to attendee inquiries (e.g., cancellations, live stream access) and manage guest registration communications;
* Collaborate with the Senior Director and Manager of Operations and Facilities to regularly review and update policies for use of the Edgerley Center;
* Maintain strong relationships with vendors; coordinate site visits and manage logistics for catering, AV, staging, and other event services;
* Ensure all facilities- and events-related insurance documents are maintained for both internal use and external partners;
* Provide backup support to the Events Operations Associate in scheduling and supporting community partners using conference spaces; and
* Assist in placing vendor orders for various event needs.

*Other Duties and Responsibilities:*

* Assist with timely and accurate event invoice processing;
* Maintain ongoing tracking and reporting of event-related data (e.g., panelist demographics, attendee numbers, engagement trends);
* Serve as third-in-line for front desk coverage as needed;
* Provide other staffing and administrative duties, as assigned; and
* Individuals assigned to this position may perform other duties as assigned.

**Qualifications**

*Preparation, Knowledge, Previous Experience:*

* Bachelor’s degree or equivalent experience required; and
* 5-7 years of related professional work experience preferred.

*Skills, Abilities, Competencies:*

* Strong customer service skills required;
* Demonstrated ability to organize and coordinate simultaneous, sometimes competing tasks;
* High level of attention to detail;
* Comfortable working both independently and as part of a team;
* Professional and mature interpersonal work style, ability to interact well with a diverse range of people;
* Excellent written and verbal communication skills;
* Proven ability to track and meet deadlines in a demanding environment;
* Collegial work style and the ability to give and receive feedback;
* Competency in utilizing Microsoft Office products suite
* Experience with or willingness to learn Salesforce and events/marketing software;
* Strong problem-solving skills, with demonstrated ability to solve complex situations; and
* Understanding of and commitment to the Foundation’s mission.

**Working Conditions & Physical Demands:**

* Ability to work at workstation for long periods of time;
* Ability to work remotely and on-site as required;
* Ability to use a computer keyboard for extended periods of time;
* Ability to lift 25 pounds; and
* Ability to stand for extended periods.

*The content is intended to describe the general nature and level of work being performed by persons assigned to this job. It is not intended to constitute an exhaustive list of all responsibilities and duties required.*

*External and internal applicants, as well as position incumbents, who are or become disabled as defined under the Americans with Disabilities Act or applicable state law, must be able to perform the essential functions of the job (including those listed above) either with or without reasonable accommodation. Reasonable accommodation, if any, will be determined by management in consultation with the employee on a case-by-case basis.*

*This job description is intended to be general and may be revised from time to time. At management’s discretion, the employee may be assigned different or additional duties from time to time.*