



Organization: Results for America

Role: Manager, Events

Location: Flexible

Organization Overview

Results for America (RFA) is the leading, national nonprofit organization helping policymakers at all levels of government harness the power of evidence and data to solve the world's greatest challenges. Our mission is to make investing in what works the "new normal," so that, one day, all government leaders use rigorous evidence and quality data to inform important policy and funding decisions. We [believe](#) that data-driven and evidence-based policy decisions could significantly increase the impact of the over \$2 trillion that governments spend annually to advance economic mobility and racial equity.

Position Overview

RFA's Strategic Communications and Events Team supports outreach, programming, and branding for all of RFA's federal, state, and local efforts.

In partnership with senior team members, the Manager, Events will be responsible for planning and executing events across RFA's initiatives at every level of government. This position will help support both in-person and virtual events, with specific responsibilities including event scheduling and logistics, communications, participant and staff travel coordination, event budget management, and oversight of event vendors and external consultants.

The ideal candidate will possess a strong customer service focus and methodical planning skills, preferably within an entrepreneurial environment. They will have the ability to exercise good judgment in a variety of situations; possess strong administrative and organizational skills; have excellent writing and event marketing skills; and have the ability to maintain a balance among multiple priorities.

Position Reporting Relationship

The Manager, Events will report to RFA's Associate Director, Strategic Communications, and work closely with program leaders across RFA.

Position Responsibilities

Position responsibilities will fall into four (4) main areas: events planning, events communications; events execution, and events follow-up. Specific responsibilities include, but

are not limited to, the following:

Events Planning (30 percent)

- Planning events including convenings of RFA's education and workforce fellows, Congressional briefings, and other events with federal, state and local policymakers;
- For in-person events, sourcing options for event venues, catering, and hotels for event participants, and managing COVID safety protocols;
- For virtual events, planning all event logistics, developing the run-of-show and creating opportunities for networking and audience engagement;
- Organizing travel and accommodations for event speakers, participants, and RFA staff leading/supporting the events;
- Developing event materials, including event agendas and packets for event participants in partnership with RFA program teams;
- Coordinating with speakers and their teams, and helping program staff develop talking points and session guides;
- Maintaining an organization-wide events calendar; and
- Ensuring a consistent, high-level event experience at all RFA events.

Events Communications (30 percent)

- Partner with RFA staff to develop event communications, including mass emails, social media (in advance and on site), and other publicity in close partnership with RFA program and communications staff;
- Tracking event RSVPs and developing strategies to increase turnout for public events; and
- Assisting in compiling highlights from events to help promote RFA initiatives and key learnings from each event.

Event Execution (30 percent)

- Serving as the on-site event lead, which includes overseeing event registration and coordinating RFA staff, vendors and event consultants;
- Overseeing the event production, including a smooth run-of-show and transitions into break-out rooms and networking opportunities;
- Providing excellent customer service to and managing any specific logistical needs for event speakers, participants, guests, and RFA staff; and
- Managing pre-event set-up, as well as post-event wrap up activities.

Events Follow-Up (10 percent)

- Managing post-event communications, including recognition for event speakers, participants, sponsors, partners, and RFA staff;
- Ensuring timely payment of event expenses to event vendors and consultants, and reimbursements for speakers and attendees; and
- Developing post-event surveys, and sharing lessons learned with RFA leaders and staff on how to continue to improve RFA events.

All RFA employees are expected to participate in the organization's diversity, equity, and

inclusion (DEI) efforts.

This is a full-time, exempt position.

Qualifications

Experience

- Bachelor's degree and 6-8 years of work experience required;
- Experience planning and executing major public events, both in-person and on virtual platforms;
- Experience in marketing and communicating about events;
- Experience managing event budgets and overseeing external vendors and/or event consultants;
- Experience managing an events calendar, with a proven ability to multi-task and to meet multiple short- and long-term deadlines simultaneously; and
- Experience with a range of office software, including Word, Excel and Powerpoint and with various social media platforms.

Competencies

- Strong project management skills, with ability to work independently and to prioritize multiple projects simultaneously;
- A positive and creative problem-solver who enjoys working in a fast-paced and dynamic environment; and
- A talented team player, with the ability to build individual team relationships and to foster collaboration across team members.

Salary and Benefits

At Results for America, all staff members currently receive a compensation package that includes: (1) a salary aligned with RFA's position level and salary bands and against similar nonprofit organizations; and (2) a suite of benefits that includes a choice of medical and/or vision and dental care, paid time off, a 403b retirement plan with employer match, and education and commuter benefits. The salary range for this position is \$72,000 - \$82,000.

How to Apply

To apply for this position, please send your cover letter and resume to recruiting@results4america.org. The subject line of your email should read "YOUR NAME – Manager, Events and Communications".

RFA is an equal opportunity employer that values/celebrates diversity and that follows a policy of making all employment decisions and personnel actions without regard to race, color, religion, national origin, sex, age, marital status, partnership status, personal appearance, sexual orientation, gender identity or expression, genetic information, family responsibilities,

matriculation, political affiliation, disability, status as a victim of domestic violence, sexual offenses or stalking, military status, veteran status or any other category protected under federal, state or local law.