



Greater Lafayette Commerce
Job Title: Events and Program Manager
Department: Operations
Reports to: Director of Operations
FLSA Status: Exempt
Job Type: Full-time

Organization Background

Greater Lafayette Commerce serves as a nexus in the Greater Lafayette economy. A nonprofit economic development and chamber of commerce organization serving Tippecanoe County, Indiana, Greater Lafayette Commerce is membership-based and supported by local industries, businesses, governments, and individuals. Its mission, carried out by various councils, is to advance economic and community prosperity and a superior quality of life.

Work Culture

As the leading local organization for community initiatives, growth, and economic development, Greater Lafayette Commerce is a hub of high-profile activities in multiple areas. The staff works under the direction of the president and chief executive officer and with numerous community volunteers. Team members work collaboratively for the good of all, often assisting in areas beyond traditional job responsibilities, with many opportunities for personal and professional growth. The work environment is dynamic, forward-thinking, fast-paced and goal oriented.

Position: Events and Program Manager

Personal Attributes

To appropriately meet the needs of the position, the Events and Program Manager is expected to:

- Determine the best approach and execute projects to completion.
- Handle multiple projects simultaneously.
- Communicate in a factual, direct, persuasive and to-the-point style.
- Be comfortable meeting new people. Be socially approachable and extremely outgoing.
- Maintain a good nature and pleasant demeanor, especially under pressure.
- Maintain a high level of energy and positiveness, even instilling that in others.
- Work harmoniously and cooperatively with coworkers, members, volunteers and others in the community.
- Work in a team-focused manner and environment, managing large groups of volunteers.
- Accomplish tasks independently when needed, take charge when needed, act persuasively and persevere while maintaining self-discipline, focus and mental stamina.
- Strong organizational skills, attention to detail and able to meet deadlines and manage full calendar.
- Maintain a professional appearance, demeanor and attitude.
- Possess visionary skills in looking and planning far in advance, seeking improved ways to do things, suggesting enhancements to improve the event.

Position Requirements

- Bachelor's degree
- At least 3 years' experience in event management.
- Adept at modern technology, software and social media tools.
- Committed to maintaining the highest sensitivity to professional ethics and cultural diversities, treating all people equally and respectfully.

Responsibilities

This position focuses on Greater Lafayette Commerce's more than 20 annual events, taking primary responsibility for logistics, registration and promotion, volunteer management, and team coordination before, during and after each event. Responsibilities of the Event Manager position include, but are not limited to these tasks:

- Implement systems and processes for individual work and within the events team to create a cohesive team environment.

- Create event plans and work 6-18 months in advance with a focus on “big picture” event development that parallels with organizational strategic initiatives.
- Coordinate with the government offices and local businesses on logistics arrangements, which can include street closings, location reservations, furnishings, rentals, sound systems, and coordinating all details with the venue and others.
- Recruit and assign volunteers to staff pre-event, event and post-event coverage.
- Provide updates and needed assignments within the team during weekly team meetings.
- Manage balanced budgets for each event as it relates to event revenue and expense to meet outlined goals.
- Perform other duties that may be requested.
- Support Economic and Workforce Development events as needed
- Lead and oversee various event committees to leverage their efforts and steer the committee to progress the events in a forward direction.

Coordinate with Member Services Consultant to:

- Develop a sponsorship plan for each event.
- Approve all sponsorship signage for each event.
- Communications plan regarding events to the elected officials.

Coordinate with Marketing Director to:

- Develop a communications plan for each event.
- Design and promote email communication to membership to gain sponsorship and registrations to events.

Events and programs, which fill the calendar year-round, include, but are not limited to:

- Farmers Market
- GL Young Professionals
- Greater Marketing Coalition events as needed
- Business Expo
- Golf Outing
- Boiler Bridge Bash
- Football Kickoff Luncheon
- Greater Lafayette Commerce Annual Celebration
- Lafayette-West Lafayette Christmas Parade
- Small Business Week & Saturday
- Quarterly Development Series
- Rise & Shine Greater Lafayette
- Business Success Platform Event Planning
- Diversity Summit
- Develop and execute new events that fit within the GLC the Strategic Plan