The National Alliance to End Homelessness (Alliance) is an influential national nonprofit devoted to finding and advancing solutions to homelessness. Our team is focused on making an impact. We seek an enthusiastic new Meeting and Event Manager to lead our Event Team in the production of high-quality, educational events in support of the Alliance’s mission.

If you are committed to helping the nation SOLVE the problem of homelessness, consider joining the Alliance.

**What we are looking for:**
The Alliance is looking for a talented Meeting and Event Manager (M&E Manager) who is mission-motivated, impact-oriented and excited to be a part of something meaningful that is bigger than the organization. We seek someone who is high energy, has excellent organizational and communications skills, and is attentive to details. A successful M&E Manager will value close collaboration with all Alliance staff but will also be self-motivated and able to work independently.

**What you will do:**
The Meeting and Event Manager is charged with the planning and oversight of Alliance conferences, meetings and special events. You will be responsible for working with Alliance staff to develop content and program goals and to ensure that Alliance conferences and events provide participants from the nonprofit, public and corporate sectors the necessary tools to be active partners in the movement to end homelessness. You will also be responsible for securing and managing venues and vendors for events, including platforms and vendors for virtual and hybrid events. Current events (in-person, virtual, and hybrid) include: two annual conferences with up to 2,100 attendees; semi-annual Leadership Council meetings and dinners; semi-annual Research Council meetings and dinners; and two annual staff retreats. Specific responsibilities will include but are not limited to the following.

**Site Selection and Event Management**
- Creating and disseminating requests for proposals (RFPs) and/or working with a site selection firm to secure multi-year and one-year hotel agreements.
- Reviewing and negotiating hotel and vendor contracts in accordance with the goals and objectives of Alliance meetings and events.
- Serving as point of contact with hotel and vendors to ensure proper execution of meetings and/or events.
- Managing all pre-event, onsite, and post-event logistics, including but not limited to: developing and monitoring budgets; tracking room usage; developing rooming lists; setting event schedules; developing floor plans in accordance with session formats and best practices; working closely with AV and food and
beverage services to ensure proper execution of events; setting-up and tearing-down events; and reviewing vendor bills and ensuring prompt payment and proper invoicing.

- Developing and maintaining a network of vendor and industry contacts.

**Event Planning and Content Development**

- Developing and implementing staff-wide planning standards and calendars for conferences and events.
- Managing staff-wide and cross-departmental meetings related to conferences and events.
- Participating in and contributing to programmatic and content development discussions for all event activities in partnership with other Alliance staff. This includes working closely with the President and CEO to develop general sessions and plenary content. All should be done in accordance with best practices, racial equity, diversity, and inclusion principles.
- Supervising and providing guidance for the speaker recruitment process and scholarship programs, and ensuring racial equity in the process.
- In collaboration with the Development Coordinator, soliciting information tables and sponsorship programs.
- In collaboration with the Director of Communications, managing communications, including editorial review and branding of programs, mobile apps, websites, social media, and other messaging deliverables.
- Maintaining best practices for online events, adult learning formats, retaining and increasing attendee engagement etc.
- Evaluating Alliance events on an on-going basis and recommending enhancements in format, schedule, and execution to improve attendee experience and promote racial equity.
- Working with Alliance staff and content experts to develop knowledge and understanding of Alliance mission, values, best practices, homelessness interventions, etc.

**What a successful candidate will need:**

**Required**

- A Bachelor’s degree or equivalent combination of education and experience.
- Four plus years of demonstrated ability in producing small and large events (2,000+ attendees).
- Understanding and appreciation of race equity, diversity, and inclusion principles and related best practices within event production.
- Excellent organizational skills, with an ability to manage multiple projects simultaneously and be attentive to details and deadlines.
- Excellent oral and written communication/presentation skills.
- Capacity to take initiative, build consensus, and work effectively cross-departmentally.

**Desired but not required**

- Enthusiasm about working toward ending homelessness in the United States.
- Ability to interact comfortably with elected officials, corporate executives, and other VIPs.
- Supervisory experience.
- Familiarity with CRM systems, event mobile apps, and online event platforms.
- Existing hospitality industry connections and/or relationships.
- Certified Meeting Professional (CMP) certification.

**What we can offer you:**
The Alliance is a strong, flexible team of professionals that works collaboratively to achieve its mission of preventing and ending homelessness in the nation. We offer a supportive work environment in which staff has both the responsibility and opportunity to pursue and achieve solutions to a national social problem. In addition to an environment in which every member of the staff is valued and has the opportunity to contribute, the Alliance offers the following benefits.
• Competitive salary
• Employer supported health, dental, vision, life, and disability insurance.
• 403(b) retirement plan
• Paid vacation, personal, and sick leave and a generous holiday schedule.

How to Apply:
Email resume and cover letter to jobs@naeh.org. Use Meeting and Event Manager in subject line of Email.

The Alliance is an equal opportunity employer and values diversity. All employment is decided on the basis of qualifications, merit and business need.