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## SENIOR EVENTS AND ENGAGEMENT OFFICER

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**STATUS:** Exempt, Full-Time

**LOCATION:** 386 Main Street, Rockland, Maine

**Summary:** The Island Institute seeks qualified candidates for the position of Senior Events and Engagement Officer. As both strategic lead and project lead for the Island Institute's Events team, the Senior Events and Engagement Officer will be responsible for leading the Events team to design and execute high quality events. At its core, the Island Institute values effective events and convenings as a key strategy to meet strategic organizational impacts and hosts over 85 events per year, both large and small. This position will be responsible for the design, project management, execution, and follow-up of the majority of these events, as well as the tracking and support for all events. The person in this position will ensure that Island Institute events are designed to meet the multiple strategic goals of our Projects, Development, PR/Communications, and Delivering and Sharing Solutions teams by utilizing a synergistic and collaborative approach to event design and execution. In addition, this role will ensure consistent execution of all events and will maximize audience and participant engagement.

The Senior Events and Engagement Officer is action and detail-oriented and demonstrates strategic thinking, strong project management, and community engagement skills as well as the ability to work with a diverse team of people to execute events and other engagement strategies. This individual is also team-minded and self-aware, able to give and accept constructive and consistent feedback, and committed to the Institute's organizational values. Most importantly, the person in this role must be able to carefully allocate time and organizational resources while working across multiple projects and teams. The Senior Events and Engagement Officer reports to the Chief Operating Officer, participates in the management committee of the organization, and collaborates with staff across departments, particularly in Projects, Development, and PR/Communications.

### Qualifications:

- An undergraduate degree
- At least five years' experience in events design and coordination, particularly in the nonprofit setting
- Demonstrated experience in applying best-in-class practices that indicate a deep knowledge of the art and science of convening (e.g., identifying event purpose, design stance, facilitation strategies, evaluation protocol)
- Knowledge of how convening can be used to meet community development goals
- Proven success creating and executing events that meet multiple goals
- Great attention to detail
- Action-focused implementer who is able to execute multiple projects at once
- Exceptional written communication skills; able to effectively convey the organization's mission
- Outstanding verbal and interpersonal communication skills; able to speak about the organization's work in an articulate, professional, and compelling manner (one-on-one and with groups)
- A track record of executing events, on time and on budget
- Comfort with technology, including IT systems, specifically Office 365 applications
- Demonstrated success in using social media platforms including Facebook and Twitter
- Professional interests that align strongly with the goals of the Island Institute
- Organizational skills and attention to detail in planning
- Experience in running effective meetings that meet clearly identified objectives

- The ability to give and receive constructive and helpful feedback with staff colleagues
- Deep knowledge of project budget planning and management
- The ability and willingness to travel along the coast of Maine, including by boat, and occasionally out of state; able to work evenings and weekends as needed to support events
- A team player, committed to working in a collaborative environment
- Demonstrated ability to maintain composure under pressure
- A strong customer service orientation

**Essential Functions:**

- Serve as the strategic lead for the Events team, including managing event design to maximize synergies between development, project and visibility events.
- Serve as the project lead for the Events team, including implementation, project management, and budget management for events
- Works across teams to coordinate event planning for all Island Institute events, including marketing, execution, and post event follow-up
- Provides mentorship and supervision of Events staff
- Project manages event cycle and calendar
- Ensures smooth execution and consistent quality of all events
- Manages incoming external event inquiries
- Communicates about upcoming and potential events across the organization and to external partners
- Collects, vets, and manages invite lists
- Coordinates event-related tasks with internal and external vendors: the PR/Communications team, development and programmatic staff, caterers, printers, and others
- Serve as a member of the management committee of the organization, providing senior leadership pertaining to the future path of the organization
- Ensures all event-related materials are produced and delivered on time
- Provides on-site event support, coordination, and logistics
- Represents the Island Institute in a positive and professional manner at all times
- Other duties as assigned

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical demands:** While performing the duties, of this job, the employee is required to sit, enter data using computer keyboard and mouse, stand, walk, bend over occasionally, and move about the office space as well as between building floors. There is no requirement to lift and/or move weights of more than 15 pounds. The employee will be expected to travel on occasion by boat and ferry to various island and remote coastal locations. There will be times when working long hours on evenings and weekends will be required.
- **Travel:** Must be comfortable traveling for extended periods of time by any mode of transportation in cross-cultural contexts.
- **Work environment:** The noise level in the work environment is usually minimal.

The Senior Events and Engagement Officer position is a full-time, year-round salaried position starting immediately, with a competitive salary range of \$50,000 to \$65,000 plus benefits.

**There is no application deadline, but preference will be given to candidates whose materials are received by September 30, 2019. Only electronic applications are accepted.**

To apply, please use this link: <https://islandinstitute.bamboohr.com/jobs/view.php?id=50>

*Based in Rockland, Maine, the Island Institute is a nonprofit organization and an equal opportunity "at-will" employer committed to providing equal employment opportunities based upon an individual's ability and qualifications. We do not discriminate against people on the basis of race, citizenship, ancestry, color, religion, sex, sexual orientation, national origin, age, mental or physical disability.*

*For more information about the Island Institute and our work along the Maine coast, please visit [www.islandinstitute.org](http://www.islandinstitute.org).*