MENTOR National - Events Manager

ABOUT MENTOR

Potential is equally distributed; opportunity is not. A major driver of healthy development and opportunity is who you know and who’s in your corner.

30 years ago, MENTOR was created to expand that opportunity for young people by building a youth mentoring field and movement, serving as the expert and go-to resource on quality mentoring. The result - more than 10x increase in young people in structured mentoring relationships, from hundreds of thousands to millions.

Today, we activate a movement across sectors that is diverse and broad and seeps into every aspect of daily life. We are connecting and fueling opportunity for young people everywhere they are from schools to workplaces and beyond.

Commitment to Diversity

MENTOR is committed to fostering an environment of diversity and inclusion for all. We embrace our differences and celebrate our common humanity in advancing awareness of the need for a transformative power of supportive relationships for our young people. We believe that varied perspectives, experiences, and opinions are central assets in our mission to close the mentoring gap. As we seek to build the most complementary team when it comes to skill, perspective, and experience, we strongly encourage candidates from underrepresented communities to apply.

ABOUT THE POSITION

MENTOR seeks a full-time Events Manager to join the Marketing & Communications team at our national office. We’re looking for a highly organized, process- and detail-oriented events professional who is just as comfortable managing an RSVP list as they are running an event behind-the-scenes. The Manager will help achieve MENTOR’s mission by using events to reinforce our thought leadership, utilize best practices for inclusivity within events, expand our brand awareness, and share our expertise nationwide. The MENTOR team is highly collaborative, and this role will work across every department, including programmatic events about mentoring, fundraising events, research launches, corporate mentoring trainings,
Congressional briefings, national convenings of the mentoring movement, and more. The position reports to the Senior Director of External Affairs.

This new position is a multi-functional project manager who will be an integral member of the team to expand our capacity and deliver on MENTOR’s mission to close the mentoring gap in this country.

**Responsibilities**

*Project and Event Management*

- Collaborate across the organization as event subject-matter lead to ensure smooth delivery of all event components (run-of-show, speaker invites, and implement overall vision)
- Create and manage timelines, deadlines, and event deliverables both internally and with external partners
- Process and track event invitations and RSVPs
- Serve as internal lead working with events management company on the National Mentoring Summit
- Be an ongoing learner on best practices in creating inclusive events and serve as the virtual event expert across the organization
- Manage production of event collateral, including invitations, signage, presentations, sponsor recognition, etc.
- Manage venue selection, catering, and AV as needed
- Lead post-event follow-up with attendees

*Event Strategy*

- Manage organization-wide event calendar
- Ensure that MENTOR’s events model inclusion and representation across all components, including but not limited to supplier diversity
- Conceptualize opportunities for additional events that would support MENTOR’s mission
- Source opportunities for MENTOR to participate in external events related to mentoring, youth development, and other organizational priorities
- Create toolkits and templates for MENTOR Affiliates to leverage national event formats at the local and regional level(s)

**Requirements**

There are innumerable ways to learn, grow, and excel professionally. We respect this when we review applications and take a broad look at the experience of each applicant. We want to get to know you and the unique strengths you will bring to the work. This said, we are most likely to be interested in your candidacy if you can demonstrate the majority of the qualifications and experiences listed below.
● 3-5 years’ experience in event production, marketing, or related field
● Excellent project management skills
● High level of organization and process orientation
● Demonstrated ability to manage multiple projects and deadlines simultaneously
● Ability to manage up and across, distilling feedback from various viewpoints
● Experience in non-profit, mission-driven events a plus
● Demonstrated focus on equity and awareness to make events accessible for all audiences
● Strong writing and communication skills with high level of attention to detail
● Strong customer service skills and prior experience working with diverse people, organizations and communities
● Experience and comfort with technology including online platforms for project planning

Making the Decision to Apply

In July and August, MENTOR will execute a hybrid remote work practice; in the Boston office one day a week and will implement a formal return to the office policy in September 2021. Special circumstances will be considered.

We hope to have phone interviews in July with select candidates followed by video interviews with Matt Meyersohn, Senior Director of External Affairs and Dudney Sylla, Program Director at MENTOR. A few finalists will have a virtual interview day with other staff and leadership at MENTOR followed by a holistic reference check process. Expected start date is August/September.

Follow this link to apply.

Compensation and Benefits

Salary for this role will be commensurate with experience and starts at $55,000. Full benefits include health care, 403B, vacation, and life and short and long term disability insurance. The summary overview of the benefits could be found HERE.

MENTOR is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply. Diversity of opinions, experiences, and backgrounds is a key asset.