

Corporate Events Planner

The Greater Washing Partnership is looking for a Corporate Events Planner to join our dynamic team, contribute to the growth and advancement of the organization, and drive awareness of the Partnership by promoting its impact. This individual is an integral part of the Marketing, Events and Communications (MEC) team and will report to the Chief Marketing and Strategic Communications Officer (CMSCO). The Events Planner will have primary responsibility for executing and producing high-quality and professional in-person and virtual meetings and events.

You're a people person who loves to think of new ways to make a splash in the world of events. You're a highly organized project manager who feels right at home coordinating across internal stakeholders, external vendors, and competing priorities. You're self-motivated and proactive – you can see issues and challenges before they arise and jump in to address them. You are creative and enjoy going above and beyond to make events magical and memorable for attendees. You have meticulous attention to detail and solid customer service skills. You're willing to roll up your sleeves, and no task is too big or small to help make an event a success. Additionally, the ideal candidate must be familiar with the Capital Region (from Baltimore to Richmond) and have a general understanding of major issue areas affecting the region, including transportation and infrastructure, talent and workforce, and diversity, equity, and inclusion.

As our Corporate Events Planner, you will:

- Manage logistical and operational coordination of in-person events ranging from intimate working group sessions to full-scale, full-day events, including:
 - Serve as the event project manager and source of truth for all event-related documents and status updates
 - Conduct vendor research, selection, negotiation, and management
 - Oversee event location vetting, management, and walk throughs
 - Manage registration and landing page for attendee management
 - Oversee invitation and event material design
 - Oversee sponsorship management for events that require additional fundraising
 - Prepare financial reports and manage events budget in coordination with the CAO
 - Drive internal and external event planning meetings
 - Coordinate communications with teams and company leaders about key events
 - Develop event run-of-show and corresponding briefing materials to ensure smooth communication during events
 - Oversee speaker management including invitations, preparation, and briefings with support staff
 - Assist in media management in coordination with MEC team
- Manage logistical and operational coordination of virtual events, includes the responsibilities listed above and:
 - Virtual platform management (Zoom and Brazen, primarily)



- Ensure video is recorded properly as needed
- Manage slide sharing, polling, breakout rooms, and other in-platform tools on visual platform
- Additional duties include:
 - Oversee marketing and outreach for all virtual and in-person events including audience engagement, recommended channels, and promotional materials
 - Write and compose speaker interview questions and content
 - Plan and coordinate internal events such as staff meetings, seasonal/holiday gatherings, happy hours, volunteer days, team building experiences, etc.
 - Vet vendors and manage vendor relationships
 - Create list of diversified and qualified vendors from across the region; ensure we rotate vendors
 - Maintain the Events calendar for the Partnership
 - Oversee all day-of event management including speakers, venue and vendors, and attendees
 - Research and understand new tools in the virtual and in-person event spaces to make recommendations to senior leaders
 - Other duties as assigned

What We Value:

- Bachelor's degree or equivalent work experience required
- 3-5 years of event management experience in a corporate or nonprofit setting
- Strong event and project management expertise with experience running events from ideation through execution
- Enthusiastic and entrepreneurial team player who works well in a fast-paced environment
- Able to communicate effectively verbally and in writing
- Flexible in working across internal teams and external partners
- Highly organized and proactive in raising questions around clarity, prioritization, blockers, and other points to drive assigned tasks forward
- A collaborative team player with a roll-up-your-sleeves mentality
- Detail-oriented and self-motivated to produce work that meets high standards
- Must be able to work in our DC office and travel to plan and attend corporate events in person as needed
- Knowledge of the Capital Region, which includes Baltimore, Maryland, Washington, DC, and Richmond, Virginia

Software Skills

- Proficiency in Microsoft Office – Outlook, Word, PowerPoint, Excel, SharePoint
- Experience with Zoom or another virtual event platform required
- Experience using project management tools such as Monday.com, preferred
- Experience with Salesforce, preferred

Who We Are:

The Greater Washington Partnership is a first-of-its-kind civic alliance of business and community leaders committed to making the Capital Region – from Baltimore to Richmond – the best place to live work and build a business. Working in collaboration with leaders across our communities, the Partnership connects and leverages the region’s extraordinary assets to convene changemakers, curate solutions, and catalyze action that strengthens the Capital Region as a leading global region and center for commerce and innovation.

The Partnership is a fast-paced workplace that takes a collaborative approach to strategy and execution. The Event Planner will help the team accomplish its event management and marketing objectives to meet the organization’s overarching goal of creating an inclusive and diverse Capital Region.

To Apply

If you are interested in joining the team at the Partnership team, please submit your resume to jobs@greaterwashingtonpartnership.com with “Corporate Events Planner” in the subject line.

What We Offer

We offer the following comprehensive benefits package designed for the needs of our full-time team members:

- Currently working in a hybrid work environment, in the office two days a week on Tuesdays and Thursdays (*subject to change in number of days and days of the week*)
- Robust time off plan – 15 days PTO
- 11 paid holidays
- Summer half-day Fridays
- Week off between Christmas and New Year’s
- Health, dental and vision insurance paid up to 90% for employees, up to 50% for dependents
- 401(k) plan with up to 5% employer match, starting on your first day of employment
- Professional development stipend up to \$800
- Monthly cell phone stipend

At Greater Washington Partnership we are committed to accepting differences! We strive to attract, develop, and retain highly qualified individuals representing the diverse communities where we live and work. The Partnership is committed to creating a diverse environment and is proud to be an equal opportunity employer. Employment policies and decisions are based on merit, qualifications, performance, and business needs. All qualified candidates will receive consideration for employment without regard to age, race, color, national origin, gender, gender identity or expression, religion, physical or mental disability, medical condition, legally protected generic information, marital status, veteran status, or sexual orientation. While we are currently unable to consider candidates that require visa sponsorship, we welcome candidates eligible to work in the United States.