

Director of Engagement and Events

Greater Washington Partnership (the Partnership) is a cross-sector alliance of leading employers in Maryland, Virginia and the District of Columbia committed to championing the region's economic growth and prosperity. The Partnership is looking for a Director of Engagement and Events to support a fast-paced, high-energy small team working to shape, execute, and scale the Partnership's engagement, visibility, impact, and revenue. The Director of Engagement and Events will play a key role in driving revenue growth and engagement. The individual will be responsible for managing and evolving the systems and processes that drive donor attraction, engagement, outreach and oversee events.

The ideal candidate is skilled and motivated with knowledge, experience, and interest in nonprofit fundraising and development. They excel at building strategies and relationships, leading teams to drive results, and engaging others in collective action. They should be excited by the world of the possible and by the opportunity to chart the course for an engagement and events strategy and workplan. Ideal candidates have strong leadership skills, excellent reasoning and execution abilities, strong relationship management, and the ability to prioritize in the face of competing demands. Ideal candidates should enjoy working in a small, all-hands-on-deck environment where their contributions are critical to the organization's success. They think five steps ahead to anticipate opportunities and risks and are solutions-oriented when needing to mitigate challenges. This role reports to the Chief Growth Officer and is both externally and internally facing.

Core Responsibilities

Engagement

- Develop, lead, and execute a leading employer engagement strategy that increases involvement of the Board and Leadership Council stakeholders in our bodies of work and demonstrates a return on investment for our stakeholders
- Establish the core objectives and success outcomes for the engagement team and track progress against targets
- Manage a portfolio of relationships with leading employers and drive awareness and action for stewarding existing Board and Leadership Council partners and cultivate new business partnerships that increase the Partnership's impact
- Develop effective sales and relationship management strategies to ensure the team's success
- Increase activation around our bodies of work with colleagues
- Lead discussions with colleagues to confirm alignment of internal programming with the needs and priorities of our Board and Leadership Council partners; ensure colleagues are proactively identifying opportunities to increase engagement based on feedback and understanding of employer demand
- Manage systems to ensure accurate tracking and reporting on stakeholder engagement activities
- Assist with other responsibilities as needed

Events

- Co-create and curate events strategy and workplan
- Develop potential opportunities for financial and in-kind sponsorships and underwriting
- Lead and manage execution of events

- Manage colleagues and consultants

What We Value

- Minimum of 7-10 years of experience in non-profit management, fundraising, event management and sales
- Demonstrated ability to think strategically, build implementation plans, and successfully execute against targets
- Expert ability to build relationships with a variety of stakeholder groups ranging from leading employers to internal colleagues
- Experience managing a team, developing talent, and driving collective results
- Exceptional organizational and project management skills with experience managing competing projects and priorities
- Skilled team player with a strong ability to collaborate across departments
- High level of independence, energy, and integrity with a demonstrated respect for a diversity of opinions and styles

Leadership and Strategic Thinking

- Strategic thinker and problem solver
- Results-oriented professional with a strong work ethic
- Strong written and oral communication skills; executive presence
- Strong time management and organization, analytical, and research skills
- Ability to combine intellectual curiosity with practical skills.
- Ability to work autonomously and handle multiple projects
- Ability to work in a fast-paced environment and comfortable with ambiguity
- Understand the intersection of business and policy
- Proven track record of achievement
- Empathetic team player, active listener and understand diverse perspectives
- Passion for our mission

Software Skills

- Proficiency in Microsoft Office – Outlook, Word, PowerPoint, Excel, SharePoint
- Experience with managing Salesforce
- Experience with project management tools (Monday.com)

Who We Are

The Partnership is a nonprofit alliance of influential and leading employers in Maryland, Virginia and Washington, DC. Together, we identify shared challenges and leverage our collective experience, resources and assets to offer solutions in the areas of skills and talent, regional mobility, infrastructure and inclusive economic growth. Our vision is to make the entire region, from Baltimore to Richmond, vibrant, economically competitive, prosperous – uplifting it as the best place to live, work and build a business. The Partnership is a 501(c)(3) organization. Our office is in Washington, DC just south of Dupont Circle and is Metro-accessible.

What We Offer

We offer a comprehensive benefits package as follows:

- Hybrid work environment, in the office on Tuesdays and Thursdays (***subject to change number of days and days of the week based on organizational needs***)
- Robust time off plan – 15 days



- Eleven paid holidays
- Summer half-day Fridays
- Week off between Christmas and New Year's
- Health insurance paid up to 90% for employees, up to 50% for dependents
- Dental and vision insurance paid up to 99% for employees, up to 50% for dependents
- Long-term disability, short-term disability and life insurance paid up to 100%
- 401(k) plan with up to 5% employer match, starting your first day of employment
- Professional development stipend up to \$800 per year
- Monthly cell phone stipend

To Apply

If you are interested in joining the team at the Partnership team, please submit your resume to jobs@greaterwashingtonpartnership.com with "Director of Engagement and Events" in the subject line.

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.