

Leslie Ribakow
301-654-9879 – [Direct](tel:301-654-9879)
lribakow@arthurdiamond.com

EVENTS & PARTNERSHIPS MANAGER

REPORTS TO:

Senior Director of Finance & Administration

COMPANY BACKGROUND:

Founded in 1997, the [Golden Triangle Business Improvement District \(BID\)](#) encompasses 44 square downtown blocks and works to enhance the public space from the White House to Dupont Circle and 16th Street, NW to 21st Street, NW. The BID's vision is for a safe, clean, attractive and user-friendly downtown that confirms Washington as the premier business and entertainment destination in the region and contributes to the perception that downtown Washington is a world-class destination.

In 2017, the BID established the Golden Triangle Charitable Corporation (GTCC) a 501(c)(3) organization that advances projects that enhance and strengthen the greater downtown area of the nation's capital.

SUMMARY:

The numerous public and private events held by the Golden Triangle BID are a critical part of the BID's strategy to create a sense of place and support an unparalleled experience for workers, residents, and tourists.

The Events & Partnerships Manager is responsible for the pre-planning, onsite execution, management and post event activities of more than 100 annual public events, most of them outdoor, as well as private events such as annual stakeholder meetings, ground breakings, ribbon cuttings, news conferences, and holiday events.

The successful candidate will have proven program management experience that will enable them to lead the detailed planning of events to properly align with BID goals, which are identified in the Strategic Plan. The ideal candidate will manage all the BID's events and will hire, train, and oversee onsite personnel and seasonal event staff, with oversight from the Senior Director of Finance and Administration. The candidate will also create and manage partnerships with a wide range of event partners.

PRIMARY DUTIES AND RESPONSIBILITIES:

Event Pre-Planning and Strategy

- Develop event strategy, theme, and concepts/activities to generate audience demand and engagement in the Golden Triangle neighborhood.
- Identify and secure partners such as entertainment venues, cultural institutions, fitness providers, and others; execute partnership agreements; and manage insurance requirements.
- Plan and oversee events that involve high-level audiences, including board members and elected officials.
- Identify, hire, train, schedule, and oversee part-time seasonal workers during summer events.

Event Planning and Execution

- Prepare event plans, budgets, schedules, task assignments, and equipment lists. Ensure critical deadlines, budgetary guidelines, and quality standards are met.
- Manage invitation process including creating/maintaining invitation lists, drafting/sending invitations, and managing RSVPs.
- Direct and coordinate the onsite activities of staff, volunteers, and contractors to ensure the successful execution of assignments. Run-through and resolve issues prior to the event launch.
- Oversee speaker and vendor services: Ensure speakers and performers are briefed and prepared.
- Research venues and catering options, coordinate administrative materials, and acquire equipment and supplies, including audiovisual, security, and catering needs for events. Draft request for proposals and estimates. Negotiate agreements with contractors to ensure the lowest cost and highest quality of services.
- Analyze event performance and prepare post-event reports for distribution to sponsors, partners, board members, and participants.
- Manage event inventory and collateral.

QUALIFICATIONS:

- An understanding/appreciation of the BID's mission to create place and community.
- Minimum of 5 years of program management experience in the following areas: events, public relations, planning, and/or marketing.
- Experience hiring, training, and managing seasonal staff or onsite event staff.
- Experience in managing contracts and/or outside vendors.
- Works well in a fast-paced environment. Highly efficient in time management and can meet deadlines under pressure.
- Highly organized, analytical, and possesses strong implementation/tactical skills.
- Excellent written and oral communication skills and exhibited confidence when interacting with high-profile constituents.
- Will be expected to spend time outdoors during community events, including some evenings.

EDUCATION:

- Bachelor's Degree and program management experience required.