

World Affairs Events Manager

Organization Summary: Global Minnesota is a nonprofit, nonpartisan, member-supported organization promoting international understanding and engagement by educating, inspiring, and providing enriching interactive experiences to our community. We offer globally-focused opportunities for all ages in programs that take place in homes, classrooms, workplaces, and communities across the state. With a staff of 15 and a \$1.5 million budget, we are proud to bring Minnesota increased global engagement and recognition. Nationally, Global Minnesota is in the top 10 of the 95 World Affairs Councils of America; a member of Global Ties U.S., the nonprofit arm of the U.S. Department of State's International Visitor Leadership Program; and an affiliate of the Foreign Policy Association.

Position Summary

This position proactively manages the World Affairs Program, encompassing a wide variety of events with diverse audiences, all of which aim to inform about global issues and cultures. The events range from a monthly, free series at the Minneapolis Central Library to multi-day foreign Ambassador visits, to conferences for 250 and small private dinners. The manager will work closely with the program director, president, fundraising staff and others on concepts for events, then is responsible for execution and follow up, providing excellent service to Global Minnesota customers, both internal and external, and supporting Global Minnesota's commitment to the highest level of program implementation. This role supports events across the organization from a high school WorldQuest competition to fundraising or corporate engagement events. The World Affairs Manager works closely with the Marketing Manager on targeted audience building and event promotion. The World Affairs Manager will handle all event registration for the organization and works closely with the Database Manager on processes.

Reports to: Program Director

Position Responsibilities

- Works closely with management, the fundraising team and other staff to build program concepts.
- Once concepts are developed, implements all aspects of the World Affairs Program, including: pre-event content, event scheduling, speaker communication and all speaker/moderator arrangements, venue planning, food/beverage order and service, scripts, onsite logistics, A/V, materials, registration, nametags, seating arrangements, onsite staffing (staff or volunteer), needed post-event follow up that may include letters, data, accounting, or other.
- Proposes an event metric detailing the types of expected programs, attendance, budget and audiences for the upcoming year to the program director. Measures events against metrics and maintains statistics.
- Drafts and manages the budget for the World Affairs Program and related events, within organizational parameters and regularly monitors expenses, billing, reimbursement, etc.
- Manages the organizational events calendar and keeps staff apprised of possible changes.
- Implements audience surveys for feedback, recommends improvements for future events and procedures, working collaboratively with the program director to evaluate current programs.
- Assists with the annual June gala or other fundraisers as needed, working closely with the individual giving officer. Manages pre-gala and onsite registration.
- Assists with events across the organization as requested by management, including training on processes such as the use of the database, nametag pulls, etc., or advising on catering orders, venues, etc.
- Serves as the key resource for maintaining the integrity of event registration within the organizational database including information on event attendance and processes to ensure consistency. Serves as the key resource for managing the processes associated with onsite payments, event accounting processes and downloading website registrations. Adds registration to the website and database in a timely manner.
- Leads the development and implementation of WorldQuest games for various audiences.
- Seeks out new venues and ideas for programs to engage diverse audiences. Builds relationships with vendors and partner organizations. Represents Global Minnesota at events, including co-sponsored events as requested.
- Leads the effort to revitalize Global Minnesota's programs for young professionals, which may include implementing and managing an advisory committee.
- Provides information for event marketing, including writing content for e-news, newsletters, promotional materials as needed; posting drafts and offering ideas for social media; prepares event materials such as programs, power points, invitations and flyers for final review by marketing; works on outreach to build targeted audiences for specific programs.

- Supervises interns; may train and supervise other event volunteers.
- Other duties as assigned by supervisor

Environment: Global Minnesota staff work in a fast-paced, dynamic environment and need to be efficient, flexible, professional, dependable problem solvers, who can work well independently and as part of a team, and who are comfortable checking in with their supervisor when issues arise. Self-starters with well-developed communication and interpersonal skills and an interest in meeting and working effectively with multiple constituencies are especially effective. The workplace is an open and active setting and staff need to be able to accomplish their work in this type of environment. Headphones are welcome.

Sample of events the World Affairs Program Manager leads:

- Culture through Cuisine dinners
- Young Professionals events
- Global Conversations on foreign policy
- “Year of” country companion events
- Great Decisions conference
- Other public events
- Ambassador and ambassador-level visits
- National level speakers
- Global Socials with international visitors and Global Minnesota members
- All forms of WorldQuest, a global knowledge competition
- Other conferences and summits

Sample of events the World Affairs Program Manager supports as needed:

- Donor cultivation receptions and dinners with visiting special guests, corporate leaders, Fellows, etc.
- Corporate cultivation briefings or private receptions
- Gala and other large scale fundraisers
- Ambassador Awards luncheon
- Board reception or other private events including recognition events for volunteers, etc.

Skills and Experience Required

Minimum of 2 years event management or program management experience in planning and executing events with diverse audiences and topics and over 100 participants is required. Minimum 1 year customer service experience working with the public. Must have a demonstrated passion for and knowledge of world affairs, global current events and Global Minnesota’s mission. Excellent and positive verbal and written communication skills, with internal and external customers and across diverse audiences; ability to represent the organization in a welcoming, professional and culturally appropriate manner. Highly organized with excellent attention to detail; meets multiple deadlines and is proactive about planning, seeking and sharing information, and managing events; solves problems as they arise and handles issues with diplomacy, flexibility and good judgement; manages interns and volunteers effectively; asks questions to clarify as needed; excellent Microsoft Office skills (Word, Excel, PowerPoint); 1 year database experience required; ability to lift and carry up to 25 pounds needed. Ability to stand for up to an hour.

Preferred Background: Bachelor’s degree in an internationally related field; Prefer experience with: Raisers Edge database, basic marketing and social media; accounting procedures and credit card processing and fundraising.

Compensation: This is a full-time, exempt position with core hours of 9 AM to 5 PM and additional morning, evening and weekend responsibilities as needed to complete work or attend events. Evenings or early mornings are estimated to be 4-6 per month. Possible overnight travel to Greater Minnesota up to three times per year. Global Minnesota offers a full compensation package including salary, paid vacation, paid holidays, paid sick leave, health insurance, dental insurance, disability insurance, opportunities for professional development, employer contribution to a retirement fund and optional pre-tax employee contribution to a retirement fund. Salary commensurate with experience within a range of \$31,000 to \$41,000 per year.

Confidential Application Process: Send a resume and letter of application by November 8 to Kathleen at info@globalminnesota.org, or via mail to Global Minnesota, 1901 University Ave SE, Minneapolis, MN 55414.