



## World Affairs Events Manager

**Position Summary:** Bring your event management skills and your love of international relations as Global Minnesota's next World Affairs Events Manager. Proactively manage Global Minnesota's 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 Events Manager works closely with the Marketing Manager on targeted audience building and event promotion and with the Database Manager on registration processes.

**Organization Summary:** Global Minnesota is a nonprofit, nonpartisan, member-supported organization advancing international understanding and engagement. With a staff of 16 and a \$1.6 million budget, Global Minnesota is proud to be celebrating over 70 years of connecting Minnesotans to the world and the world to Minnesota. Currently, staff work hybrid schedules of at least 2 days/week in the office. Additional office days may be added in the future. For more, visit our website at: [www.globalminnesota.org](http://www.globalminnesota.org).

Nationally, Global Minnesota is a leading member of the World Affairs Councils of America; a member of Global Ties U.S., the nonprofit partner of the U.S. State Department's International Visitor Leadership Program; and an affiliate of the Foreign Policy Association.

**Environment:** Global Minnesota staff work in a fast-paced, dynamic digital and in-person environment and need to be efficient, flexible, professional, dependable problem solvers, who can work well independently and as part of a team. 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.

**Reports to:** Program Director

### Position Responsibilities

- Works closely with management, the fundraising team and other staff to identify fresh, interesting, and relevant program ideas that will engage our community, fulfill our mission, and support strategic organizational objectives.
- Once concepts are developed, implements all aspects of the World Affairs Program, including: pre-event content, event scheduling, moderator selection, 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.

- Provides content and registration information in a timely and detailed manner to the Marketing and Communications Manager to create event webpages. Collaborates with the Marketing and Communications Manager on event promotion and audience development.
- With the support of the IT Manager, manages all technological and logistical aspects of virtual programs, including virtual/in-person hybrid programs. Stays current and makes recommendations on virtual program technology, trains staff to fulfill virtual program support roles, and coordinates post-production editing and online posting of recorded programs. Current technology platforms and programs include Zoom, YouTube livestreaming, Kahoot!, and MyQuiz.
- Partners with the Database Manager on event information and processes in the organizational database. Fully understands the database related event processes and serves as a backup to the Database Manager on event registrations, including data downloads and entry and website interaction. Serves as the key resource for managing onsite payments and event accounting processes.
- 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.
- Manages events within budget and regularly monitors expenses, billing, reimbursement, etc.
- Maintains the organizational events calendar and keeps staff apprised of changes.
- Works collaboratively with the Program Director to evaluate current programs, implementing audience surveys to gain feedback and measure impact, and recommending improvements for future events and procedures.
- Assists with the annual gala and other fundraisers as needed, working closely with the fundraising staff. Coordinates pre-gala and onsite registration.
- Assists with events across the organization as requested by supervisor, including training on event processes such as, nametag pulls, etc., or advising on catering orders, venues, etc.
- 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 adults, 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, PowerPoints, invitations and flyers for final review by marketing.
- Coordinates and leads Global Minnesota's strategy and outreach to build targeted audiences for specific programs, and to serve and engage larger and more demographically diverse audiences across all public programs.
- Supervises interns; may train and supervise other event volunteers.
- Other duties as assigned by supervisor

**Sample events the World Affairs Program Manager leads:**

Culture through Cuisine dinners

Young Adult events

Global Conversations on foreign policy

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, summits or symposia on a variety of topics

**Sample of events the World Affairs Program Manager may support:**

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:** Fundamental to this position is a demonstrated passion for and knowledge of world affairs, global current events and Global Minnesota's mission. Minimum of 2 years event management or program management experience in planning and executing events with diverse audiences/topics and attendance of over 100 participants is required. Minimum 1 year customer service experience working with the public. Must be Minnesota based and able to commute to a Minneapolis office. 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); ability to lift and carry up to 30 pounds. Ability to stand for long periods of time.

**Preferred Background:** Bachelor's degree in an internationally related field; experience with: Raisers Edge database, basic marketing and social media, 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 lead or attend events and complete work. Evenings or early mornings are estimated to be 4-6 per month and 3-4 weekend events per year. Possible overnight travel to Greater Minnesota up to 3 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 \$45,000 to \$51,000 per year.

**Confidential Application Process:** Send a resume and letter of application to Kathleen at [info@globalminnesota.org](mailto:info@globalminnesota.org). Position is open until filled; applications will be reviewed as they arrive.

**Global Minnesota is an equal opportunity employer. All applicants are welcome regardless of race, color, creed, religion, national origin, sex, sexual orientation, gender identity, disability, age, or veteran status.**