****Chief Executives for Corporate Purpose (CECP)**

**Associate Manager, Events**

**NYC Office/Remote Associate Level**

**Organization Overview**

Chief Executives for Corporate Purpose® (CECP) is a trusted advisor to companies on their corporate purpose journeys to build long-term sustainable value and tell their impact stories. Working with CEOs and leaders in corporate responsibility, sustainability, foundations, investor relations, finance, legal, and communications, CECP shares actionable insights with its CEO-led coalition to address stakeholder needs. Founded in 1999 by actor and philanthropist Paul Newman and other business leaders, CECP is a movement of more than 200 of the world’s largest companies that represent $11.2 trillion in revenues, $23 billion in total community investment, 14 million employees, and $21 trillion in assets under management. CECP helps companies transform their strategy by providing benchmarking and analysis, convenings, and strategy and communications across the areas of societal/community investment, employee engagement, environmental social governance (ESG)/sustainable business, diversity equity inclusion (DEI), and telling the story.

CECP commits to and promotes anti-racism, anti-discrimination, and diversity, equity, and inclusion in our organization and with our affiliated companies and their leaders. We prohibit discrimination and provide equal opportunities in a respectful environment for all individuals and partnerships, regardless of race, color, ethnicity, ancestry, national origin, sex, gender, gender identity, sexual orientation, age, mental health, disability, religious beliefs, marital status, genetic information, pregnancy, veteran status, citizenship, or any other status that may or may not be protected by law or local policies. We advocate as an organization and for our coalition companies to denounce racism, hate, injustice, and prejudice against individuals, communities, and around the world. We have written anti-racism, anti-discrimination, and diversity, equity, and inclusion policies and practices. We do not discriminate in our societal, philanthropic, and business decisions; we encourage and support our affiliated companies to do the same.

**Position Overview:**

Part of CECP’s role is to transform and equip corporate leaders with industry-leading tools, knowledge, connections, and advice to innovate and integrate purpose into business strategy and teams, increasing social impact and company growth. By providing corporate responsibility (CR), sustainability, environmental-social-governance (ESG), investor relations (IR), and related teams with actionable content, relevant insights, and excellent connections, CECP builds its corporate network, deepens company engagement, collaborates with domestic and global partners, and creates thought leadership for the field.

CECP is seeking a creative and driven Events Associate Manager to be a part of a dynamic team designing and executing world-class events for corporate executives. Reporting to CECP’s Senior Director, Communications & Marketing, the position will oversee the strategy for a wide variety of events including CECP’s in-person marquee events and smaller in-person and virtual convenings. Be on the front lines of interacting with executives at leading companies who are infusing purpose throughout their business strategy.

**Responsibilities:**

* Curate a learning and networking curriculum for senior leaders from the world’s largest companies.
* Tap trends, data, and insights to determine the issues on which companies want to focus and should be focusing.
* Strategize annual events calendar to ensure consistent and curated convenings throughout the year.
* Bring vision and best practices to CECP’s events: the why and how.
* Lead on signature events (Board of Boards, CEO Investor Forum, and Summit); and smaller in-person and virtual convenings such as CEO Roundtable, Accelerate Communities’ meetings, and regional, industry, and issue-based roundtables; and other events as needed.
* Align with event content leads to draft and manage project plans, timelines, and RASCIs.
* Lead on-site and virtual execution of events, including those requiring travel in U.S. Oversee logistics of in-person and virtual events.
* Work with events and marketing team to develop, execute, and coordinate outreach and promotion of events. Supervise Events Associate.
* Track and analyze analytics for each event; make use of and share data across teams to engage and inform progress toward goals.
* Other responsibilities assigned as may be appropriate.

**This job is for you if you have:**

* At least 5-7 years of on-the-job success in event management (50+ people) planning and execution. Title depends on number of years of direct experience in events management (could be considered for Manager role with more years of experience).
* Training, certification, or advanced education in relevant subject matter expertise areas or related fields.
* Strong organizational, time management, and project planning skills.
* Experience and interest in businesses’ role in society, CSR, sustainable business/ESG, and creating a better world through business.
* Excellent writing and oral communication skills.
* Experience managing relationships with vendors, and with reviewing and negotiating contracts.
* Proficiency in Microsoft Office (Word, Excel, PowerPoint) and other basic computer programs; experience with Salesforce, Alchemer, graphic design/development, and events management software a plus (*e.g.,* Photoshop, Cvent).
* Roll-up-your-sleeves, solutions-oriented, entrepreneurial attitude to work with high-performing team.

**Compensation and benefits:**

CECP offers a competitive salary and benefits package for the nonprofit sector that reflects the high expectations and level of responsibility of this role. CECP is a high performance, results-driven culture that offers work/life fit to its staff. CECP staff is currently working remotely through September 2021; CECP will continue to offer ongoing remote work flexibility, and some office/NYC area time will be required once offices are open.

****To Apply:**

Please apply at <https://cecp.co/jobapplication> and upload your resume **and** a brief cover letter outlining how your skills and experience meet the qualifications of the position. Applications will be reviewed on a rolling basis.