



## Together We Thrive!

Join the Management HQ (MHQ) team and help transform membership associations and communities. Our innovative, entrepreneurial, fast-paced work environment offers unlimited opportunities for learning, growth, and collaboration.

MHQ is an AMCI-accredited, full-service association management company. We support volunteer boards of directors so board members can focus on mission. Our diverse team does our work through a lens of equity.

MHQ manages the full business of client organizations, including providing clients an executive director and a full management and operations team. MHQ serves associations and their members in primarily these sectors: Government, Information Sciences / Education, Human Services, and Identity-based Associations.

For more about MHQ, visit <https://www.management-hq.com/>.

### Our Values

MHQ exists to serve associations that are determined to thrive. Team members uphold our core values:

- Community:** Everything we do helps people come together in communities of purpose and belonging.
- Openness:** We communicate clearly, work in partnership, and value our differences to build trust.
- Service:** We use our expertise in the service of others – on our team, for our clients, and in our world.
- Integrity:** We do our best, we're true to our word and we act on our values – even when it's hard to do.

### DEIA Statement

We at Management HQ deliberately embrace opportunities to expand our hearts and minds, demanding equity, and driving inclusion, engagement and diversity in our work, our team, and our communities.

We aim to serve as a model and resource for the association industry and business community through our own work around diversity, equity, inclusion, and access.

In principle and in practice, MHQ values and seeks diversity, inclusion and equity within our company, our association management industry, and our communities.

MHQ is committed to maximizing opportunities and engagement across identity groups, eliminating discrimination in all its forms at all organizational levels and throughout all programs.

MHQ will provide leadership and commit time and resources to accomplish these objectives.



<b>Position Title</b>	Events Manager
<b>Position Type</b>	Full-time
<b>Location</b>	Minneapolis / St. Paul Metro area preferred, with on-site events work. In-office Thursdays at MHQ's Minneapolis headquarters. Alternate location may be considered.
<b>Reporting</b>	This position reports to the CEO
<b>Supervision / Oversight</b>	Supervise internal and external MHQ events team. This position is responsible for building department to support company and client growth. The Marketing Communications Coordinator is an immediate direct report.

## About the Position

The Events Manager is both a leadership and implementation position on the MHQ team. Guided by MHQ's values, this individual coordinates with both the CEO and client teams to deliver exceptional large conferences, virtual events, and other meetings and gatherings.

The Events Manager is responsible for serving association clients through stellar, strategic events management, and expert team leadership. Initially managing and coordinating events, in time, this individual will be responsible for building and supporting the MHQ events team.

Driven by our values, MHQ team members are supported with transparent, consistent processes and clear accountabilities. Each team member sets and delivers on annual, quarterly, and weekly goals.

## Position Requirements

- 10+ years of experience managing major conferences with diverse attendees.
- Experience in an association management company or multi-client agency environment highly desired.
- Experience managing complex event budgets, with an understanding of the strategic importance of events in overall association financial health and driving organizational growth efforts.
- Desire to support multiple client non-profit associations in leading and implementing the full event functions, including project management, leading committee meetings, and follow-up actions and tasks.
- Managing team and implementing up to 10 large in-person events annually; regular monthly virtual events; annual in-person board meetings; and other programs as requested.
- Administering annual awards programs for clients.
- Willingness to travel approximately 10% of work time.
- CMP, GCMP, CMM or equivalent event professional credential and / or experience.
- Project Manager Certification (PMC) or equivalent experience.
- Demonstrated experience successfully managing hotel, food and beverage, audio-visual, and other event-related contracts.
- Experience reporting directly to CEO or top executives highly desired.
- Committed to continuous improvement and health of MHQ and our clients. Highly adaptable and embraces regular improvements and modifications to systems and processes.
- Desire to work across and support departments, including executive directors, finance, and membership.
- Experience working with volunteer committee members and Board of Directors leaders.
- Organized and responsive, with a strong attention to detail, strong discipline, & outstanding work ethic. Demonstrate advanced proficiency by quickly adapting to new technology, acquiring new technical skills, and recommending continual improvements.

## Position Responsibilities

### Strategic Event Leadership

- Manage events and meetings in their entirety, creating and managing detailed project management plans to accomplish goals and direct the integration of all activities;
- Support overall client event attendance, budget, and other goals; Lead, manage, regularly report on, and meet event budgets;
- Develop and interpret organizational and program goals, policies, and procedures;
- Assess and communicate event feasibility and requirements;
- Provide strong leadership and organizational skills and maintain the ability to effectively handle multiple situations;
- Manage priorities and issues independently, with balanced approach to seeking input and feedback;
- Coordinate event activities with an emphasis on quality, meeting timelines, and budgeted goals, ensuring successful event delivery focused on positive impact and response.

## **Team Management and Collaboration**

- This position supervises the Marketing Communications and Event Coordinator.
- This position will be responsible for building the MHQ events team to support company and client growth.
- Develop, mentor, and lead internal and external MHQ events team.
- Potential oversight of team members in related departments.

## **Client Relationship Management**

- Work with volunteer committees to deliver on clients' vision, within agreed-upon Scope of Services;
- Serve as staff liaison to client event committees;
- Define and communicate event policies and procedures for clients, in coordination with Executive Directors and CEO;
- Coordinate and attend client meetings as they relate to events, including some evening and weekend events;
- Consult with clients, committee members, management, vendors, and team members to assess, communicate, and manage event needs, to collaborate, and to communicate project status, issues, risks and resolve problems.

## **Logistics**

- Plan and coordinate logistical requirements of event set-up, including, but not limited to, scheduling, food and beverage, facilities, and technology;
- Manage all scheduling and programming aspects of events;
- Prepare requests for proposals;
- Evaluate, negotiate and manage proposals and contracts;
- Serve as main liaison for speakers, exhibitors, sponsors, and participants.

## **Project Management**

- Manage all activities within project management plan;
- Understand and consistently meet or exceed MHQ and client and internal deadlines.

## Events and Marketing Communications Department Oversight

- Supervise the Events and Marketing Coordinator
- Provide management, marketing communications oversight and guidance to coordinator-level team member
- Conduct hiring searches for new department employees as necessary
- Support staff team in defining and implementing annual Key Performance Indicators (KPIs) and quarterly 90-day Work Plans.
- Conduct Annual Performance Reviews of Team Members
- Implement new hire onboarding processes and outgoing employee processes in collaboration with external HR firm.
- Overseeing team time allocations and adjusting based on quarterly reports, providing quarterly staff time allocation reports to Executive Directors.
- Facilitate weekly individual meetings with department staff

## Reporting and Documentation

- Create, manage, and report on event metrics, including budget, attendance goals, and other measures of success, in collaboration with internal and external stakeholders;
- Manage event evaluation, results reporting, and follow-up;
- Ensure event documents are complete, current, and stored appropriately.

## Compensation and Benefits

Salary range for this position is \$85,000-\$100,000, depending on qualifications. Benefits package includes Medical Coverage, Health Savings Account (HSA), Dental Coverage, Vision Coverage, Basic and Supplemental Life and AD&D Coverage, Short Term Disability Coverage, Long Term Disability Coverage, Flexible Spending Accounts, Pre-Tax Transportation Program, Transportation Reimbursement, Mobile Phone Reimbursement, Professional Development Fund, and up to 3% match on Retirement Savings Plan.

MHQ also provides employees with Half-Day Fridays , as well as generous holiday and vacation time.

## To Apply

Please submit cover letter and resume, including your salary requirements, electronically to [HumanResources@management-hq.com](mailto:HumanResources@management-hq.com).

Title your e-mail “**Events Manager - MHQ.**”