



CHRISTIAN UNION

Events Manager

Opportunity Profile

January 2018

Organization Overview

Christian Union was formed in 2002 for the purpose, by God's power and with the help of other ministries, to change the world by bringing sweeping spiritual transformation to our nation's most strategic universities, thereby developing and mobilizing godly leadership for all sectors of society. The ministry is in need of dynamic and energetic Christians desirous of expanding the knowledge of Jesus Christ in these institutions. By God's grace, Christian Union is changing culture by discipling, mentoring and training future leaders at the most strategic universities in America, and by building networks of engaged Christian leaders in cities. Our work and development efforts take place at Princeton, UPenn, Harvard, Harvard Law, Yale, Brown, Columbia, Dartmouth, Cornell, Stanford University and in New York City.

For more information, see www.ChristianUnion.org.

Opportunity Overview

Christian Union has an immediate opening for an exceptional caliber professional to budget, plan and execute both large- and small-scale events throughout the country. Christian Union uses events to minister to students, staff and donors alike. Each year, Christian Union produces the Nexus Conference, a three-day conference with plenary sessions and breakouts, primarily for students involved in our university ministry. We also host two multi-day training conferences for our staff and faculty each year. In addition to the larger-scale events, each year we host five to ten smaller donor events throughout the country, as well as multiple smaller events for professionals in and around New York City.

In close collaboration with senior management and conference directors, the event manager will be responsible for all aspects of event planning, budgeting, production and execution for Christian Union events. He or she will be involved in events from the initial concept through to post-event follow-up and review. The manager will develop, oversee and approve all expenses related to the budget and be responsible for bringing all events in on budget. He or she will also have full responsibility for negotiating and planning with hotels and other venues. The event manager will also

be responsible for soliciting, interacting with and managing event speakers and other participants.

Responsibilities

- Strategy
 - Work with senior management and the conference director to set and achieve the success-defined criteria for each conference and maximize attendance
 - Perform post event surveys and review to maximize lessons learned and apply to future events
- Project Management
 - Track all aspects of each event in Excel and/or Google sheets
 - Oversee the current and future event calendar
 - Achieve all aspects of the event work plan on or before the task deadline
 - Maintain and update event-related spreadsheets such as the CU Speaker list and NYC Venue list
- Event Management
 - Ensure that all events meet the success-defined criteria, including budget goals
 - Work with senior management, the conference director, and the venue personnel to be sure events runs smoothly and any issues are seen and solved before they become problems
 - Ensure that all events reflect excellence and professionalism
 - Coordinate and help manage other CU faculty and staff for maximum effectiveness
 - Coordinate the involvement of special program participants, including speakers, panelists, musicians and donors
- Event Communications
 - Foresee and assist in the development of event communications including pre-event promotion, event documents and programs, speaker and participant guidelines, transportation suggestions, post event evaluation forms and event signage
 - Work closely with senior management, the development communications team and IT manager to promote events via websites and email
- Reporting
 - Provide leadership with status reports, success measures and other forms of tracking deliverables
- Other duties as assigned

Job Details

- Status: Full-time, salaried, exempt

- Reports to: Christian Union's VP of Operations
- Location:
 - Greater NYC area or Princeton, NJ
 - Must be willing and able to work from home, with regular visits to NYC or Princeton offices
- Travel requirements: Average of 2-3 days per month to plan events and 15-25 days a year to attend Christian Union events and training

Qualifications

- Love and zeal for Jesus Christ and a devotion to holiness
- Sincere enthusiasm for the mission of Christian Union
- Agreement with the CU Statement of Faith and Ethics and the CU Categories of Doctrine statement
- Strong team player with the ability to manage and motivate teammates.
- 3-5 year proven success in all aspects of producing large-scale professional events. Strong negotiating skills
- Strong interpersonal skills in person and over the phone. Comfortable with college students and highly successful business people
- Strong communications skills in person and in writing. Promotional writing and graphic eye are helpful
- Understanding of best practices and trends in event production and management
- Ability to manage and motivate others remotely
- Ability to manage time well, multi task, meet deadlines and work with limited oversight to complete assignments. Goal and deadline oriented
- Significant experience using Microsoft Office Suite
- Education: Bachelor's degree required; Master's degree or event management accreditation a plus

Compensation

CU offers competitive compensation and benefits including medical, dental, paid holidays/vacation days, & 403B plan.

Interested applicants should send a cover letter and resume to opportunities@Christianunion.org