

SENIOR EVENTS MANAGER

ABOUT CEE

The Council for Economic Education's (CEE's) mission is to equip K-12 students with the tools and knowledge of economics and personal finance so that they can make better decisions for themselves, their families and their communities. We carry out our mission in three ways. We ensure equitable access by advocating for financial and economic education requirements in every state. We provide training, tools and resources – online and live through over 180 affiliates nationwide - to more than 40,000 teachers annually who in turn bring the highest quality economics and personal finance instruction to ~4 million students. We deepen knowledge and introduce high school students to critical career capabilities through our national competitions (personal finance and economics challenges) and Invest in Girls.

POSITION OVERVIEW

This position plays a key role in helping to drive the growth of a dynamic and meaningful organization. The Senior Events Manager will plan, execute and manage all CEE events—from timeline development, selecting and negotiating venues, day-of logistics, to results reporting. The role offers a unique opportunity to work across the organization. The individual will report to the Vice President of Development and Events, while working closely with others on the team. Events include:

- CEE's Financial Literacy and Economic Education Conference, a hybrid gathering of over 400 K-12 teachers, CEE Affiliates, and industry experts from across the country
- Development Events (in conjunction with Development team) – CEE's Diamond Gala, a gathering of over 300 business leaders in NYC each spring; Invest in Girls Champions of Financial Literacy Breakfasts in Boston (~200 attendees); 5-7 other smaller cultivation events either virtual or in-person (10-80 attendees)
- Student Competitions (in conjunction with Program team) – National Economics Challenge (NEC) and National Personal Finance Challenge (NPFC) Finals – Students across the country compete in these premier competitions, culminating in high-visibility Critical Thinking and Quiz Bowl rounds
 - State-Level Finance & Economics Challenges – in Massachusetts, Connecticut, Pennsylvania, and New York, supporting competitions to choose state representatives for national finals
- Advocacy
 - Supports the release of CEE's biennial Survey of the States

RESPONSIBILITIES INCLUDE:

- Manage all aspects of event logistics and execution end to end: venue and vendor sourcing and management, contract negotiations, day-of logistics, event budgets and financial reporting
- Serve as a dedicated point of contact for inquiries from sponsors and stakeholders, ensuring timely and professional communication regarding event details, schedules, and logistics
- Manage vendor relationships to maintain quality and value
- Create and monitor event timelines with CEE staff and external vendors to ensure smooth event implementation

- Create and track to budgets; organize and reconcile project expenses in a timely fashion
- Conduct site visits, and negotiate contracts for event spaces, room blocks, food and beverage (F&B), and other services to secure favorable terms
- Coordinate content and timing of event messaging and branding with Marketing team, as required

REQUIRED SKILLS AND EXPERIENCE:

- BA/BS; 3-4 years' work experience, including large-scale event planning, hospitality, and management experience
- Strong negotiation, problem-solving, and interpersonal skills
- Ability to carry out activities independently, work as part of a team, and manage multiple projects simultaneously under tight deadlines
- Excellent organizational and communication skills (written and oral) and attention to detail
- Proficiency in Excel, Word, and PowerPoint
- Proficient with Zoom Meetings and Webinars, as well as the administrative functions of Zoom or comparable virtual events platform
- Proficiency in event management software (Cvent is a plus)
- Able to work occasional evenings and weekends as required for specific events, occasional travel

SALARY AND BENEFITS

The salary range is \$80,000 to \$90,000 and is commensurate with background and experience. The Council for Economic Education offers an excellent benefits package, including medical insurance, HSA and FSA, 401K with match, life/disability insurance, and generous vacation.

CEE has a hybrid work model and encourages staff in the NY metro area to be in the office two days a week to meet with their teams/colleagues/managers in person, when possible, with the goal of building connections across the organization. All staff gather 2-3 times annually for all-hands activities, typically around major events, such as the annual gala and educator conference. The preference for this role is Eastern or Central time zone.

WORKING AT CEE

At CEE, you can learn and grow as a member of a collegial team that executes collaboratively with excellence. CEE's culture is driven by our values: trust, integrity, respect for the individual, teamwork, inclusivity and transparency. These values serve as guiding principles for how we work with each other and our stakeholders. CEE's commitment to our values is demonstrated in both the programs we deliver to students and educators of all backgrounds and in leveraging the diverse perspectives of our team.

The Council for Economic Education is an equal opportunity employer. All qualified candidates will receive consideration for employment without regard to race, color, religion, gender, national origin, disability, veteran status, or any other characteristic protected by law.

Send cover letter and resume to: resumes@councilforeconed.org