



Job Description – Event Manager (Full-time)

Job Purpose: To manage the planning and execution of events that support the strategic initiatives of a 501(c)(6) nonprofit trade association that serves over 300 member companies in the commercial construction industry.

Reporting to: President

Internal Relationships: Board of directors and stakeholders, executive management, GBCA employees

External Relationships: GBCA Members (General contractors, sub-contractors, suppliers, service providers), real estate developers, industry partners, event venue vendors, event materials vendors

Hours: M-F, 8:30 AM to 5:00 PM; periodic evening or weekend events

Location: Our office is located in Philadelphia, PA (Center City)
Our events and activities may occur outside of Philadelphia

Key Responsibilities

The Event Manager will plan and execute over 25 annual, high quality events for the Association's members and guests. The events will range in size from 10-400+ attendees. The key responsibilities will include, but not be limited to:

- Identify the requirements and expectations for each event. Collaborate with department leads to set revenue and attendance goals based on allotted budget.
- Manage expenses within the allotted event budget, documenting receipts, payments, and coding transactions appropriately, while collaborating with internal team as needed.
- Research venues, suppliers, vendors, speakers and then negotiate prices and hire.
- Work with internal communications team to publicize and promote the event.
- Liaise with vendors, exhibitors, sponsors, speakers, and stakeholders during the event planning process to ensure budget compliance and deadline management.
- Select and order promotional merchandise for applicable events.
- Work with internal marketing team to identify event A/V needs and then negotiate prices and hire vendor.
- Utilize the association management software to set up each event for online registrations.
- Manage and monitor event registrations in the association management software; troubleshoot technical issues; provide registration assistance and invoicing for members.
- Select dining menus and develop seating plan, collaborating with internal team as needed.
- Determine appropriate guarantee numbers and communicate with vendors.
- Conduct final inspections on the day of the event to ensure adherence to Association standards and that the event contract obligations are being met by vendors.
- Create and disseminate agenda and event show flow documents to staff, vendors, and appropriate stakeholders.

- Gather, pack, and deliver all event materials.
- Execute all event load-in, set-up, and load-out activities.
- Execute all post-event tasks, including final budget inputs, updating database software to mark attendance status for all registrants, ensure all receipts are digitized and properly labeled in the appropriate digital event folders.
- Establish metrics to measure event success and report on financial results.
- Maintain internal tracking reports and documents.
- Produce event collateral as necessary, such as name badges and flyers.
- Additional tasks or responsibilities, as assigned.

Knowledge, Skills, and Abilities

- Demonstrated history of exceptional project management skills and success. Excellent budget management and compliance.
- Outstanding vendor management skills. Strong negotiation and communication skills.
- Strong computer skills required – intermediate or better knowledge of office software including MS Outlook, Word, Excel, and PowerPoint. Association Management Software or Member Database software experience is preferred.
- Demonstrated success in completing tasks and projects by establishing objectives, determining priorities, managing time, gaining cooperation of others, monitoring progress, problem-solving, and adjusting plans as necessary.
- Ability to work independently, anticipate needs, and plan ahead.
- Professional and customer service-oriented individual with uncompromising ethics.

Education and Experience Requirements

- Bachelor's degree in hospitality management or related field with at least 4 years of event management experience, or a combination of education and relevant experience.

Responsibilities and qualifications may change at any time, with or without notice.

Work Conditions/Physical Demands

The Event Manager works in a typical office environment and at event venues in the greater Philadelphia region. A typical workday will include, but not be limited to: walking around the office, sitting at a desk, using the computer, using office machines, moving boxes/event supplies, and speaking on the phone. Periodically, the Event Manager will visit various event venues to determine their suitability for upcoming events. Association events may take place outside of regular business hours and outside Center City Philadelphia.

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Application Instructions

Qualified candidates should submit the following via email to careers@gbca.com:

1. Cover letter
2. Resume