



State Higher Education Executive Officers Association

Events and Operations Manager Job Posting

Located in Washington, D.C.

About the organization

The State Higher Education Executive Officers Association (SHEEO) serves the chief executives of statewide governing, policy, and coordinating boards of postsecondary education and their staffs. Founded in 1954, SHEEO promotes an environment that values higher education and its role in ensuring the equitable education of all Americans, regardless of race/ethnicity, gender, or socioeconomic factors. Together with its members, SHEEO aims to achieve this vision by equipping state higher education executive officers and their staffs with the tools to effectively advance the value of higher education, promoting public policies and academic practices that enable all Americans to achieve success in the 21st century, and serving as an advocate for state higher education leadership.

SHEEO is particularly interested in providing equal employment opportunities and employing a diverse staff. Read more about SHEEO on our website: sheeo.org.

About the position

The position will be **based in Washington, D.C.**, and is *not* eligible for full-time remote/telework. Reporting to the senior vice president and chief of staff, the events and operations manager is responsible for planning, implementing, and logistical oversight of all SHEEO events, including meetings, convenings, and the annual SHEEO Higher Education Policy Conference. In addition, they will support the day-to-day operational, administrative, and facility needs of the D.C. office, as well as the grants management process for the organization as needed.

Primary Duties and Responsibilities

Event Planning

This position will focus primarily on managing all aspects of SHEEO's event planning functions, including, but not limited to:

- Researching and securing venues for various types of events.
- Managing all areas of event planning, including overall project management, developing timelines, the registration process, and preparing materials and information packets.
- Managing vendors, including venues, catering, audio-visual, etc., and negotiating and securing contracts.
- Providing support and communicating with attendees and presenters before, during, and after the event, managing travel arrangements and reimbursements.
- Overseeing on-site event logistics from setup through post-event wrap-up.

Operations, Administrative, and Grant-Management Support

- Providing day-to-day management of the office administration, including maintaining office supplies and inventory, coordinating with building management, and ensuring facilities are clean and orderly.
- Providing scheduling and administrative support to staff in the D.C. office.
- Serving as a point person between SHEEO staff, grant project participants, and granting agencies.
- Developing and maintaining timelines to ensure timely completion of grant applications and reports, and tracking progress toward grant goals.
- Coordinating and providing support for grant-related meetings, conference calls, and webinars.
- Other duties as assigned.

Qualifications and Experiences

We are looking for a combination of the following qualifications, skills, and experiences:

- At least five years of experience in a role with similar responsibilities.
- Proven experience planning large-scale events with a demonstrated ability to plan effectively, but the flexibility to handle the unexpected.
- A self-starter with meticulous attention to detail and follow-through to ensure accurate and timely completion of tasks.
- Strong team building and interpersonal skills with the ability to develop professional relationships with staff and external partners to maintain ongoing informal communications.
- Expertise in Microsoft Office Suite and virtual meeting tools such as Zoom and MS Teams, and familiarity with event registration software (Cvent experience a plus), web-based platforms/software applications, and audio-visual equipment.
- Excellent written and verbal communication and customer service skills.
- A passion for advancing educational and economic opportunity, diversity, equity, inclusion, justice, and social mobility.

Location and Travel

This position is based in Washington, D.C., and is *not* eligible for full-time remote/telework and will require periodic national travel.

Salary and Term

Salary will be commensurate with successful candidate's level of education and experience. SHEEO provides a comprehensive benefits package, including educational assistance.

This position is currently funded for two years and may be extended based on grant funding.

Application Process

Applications will be reviewed on a rolling basis, with a priority deadline of **March 25, 2022**.

To apply, please send an email to sheeo@sheeo.org and include the following:

1. Use the title of the position you are applying for as the subject line.
2. A cover letter describing how you meet the requirements of the position addressed to Dr. Christina Whitfield, SHEEO, 1233 20th Street NW, Suite 360, Washington, DC 20036.

3. Resume or curriculum vitae.
4. Names and contact information of three professional references. (References will not be contacted until you have given permission for us to do so.)

SHEEO is committed to providing equal employment opportunities and believes that recruiting and developing a diverse and inclusive staff is vital to the success of the organization.