



SHEEO Position Announcement: Events and Operations Manager

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: www.sheeo.org.

About the position

The position will be **based in Washington, D.C.**, and is eligible for a hybrid remote/in-office work schedule. 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 both in-person and virtual meetings, convenings, and the annual SHEEO Higher Education Policy Conference. In addition, they will support the day-to-day operational and administrative needs of the D.C. office.

Primary Duties and Responsibilities:

Event Planning

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

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

Operations and Administrative Support

- Providing day-to-day management of the office, including maintaining office supplies and inventory and coordination with building management.
- Providing scheduling and administrative support to staff in the D.C. office.

- Organizing and leading team-building activities to facilitate connection and engagement between staff across our two offices.

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, and 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 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.
- 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 eligible for a hybrid remote/in-office work schedule and will require periodic national travel.

Salary and Term:

Salary will be commensurate with successful candidate's experience and demonstrated skill level, with a potential range of \$65,000 to \$80,000. 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 **June 22, 2022**.

Please apply at <https://sheeo.hiringthing.com/job/434888/events-and-operations-manager> and include the following:

1. A cover letter.
2. A resume or curriculum vitae.
3. 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.