



Event and Partnership Manager – Committee for Sydney

We're looking for an events and partnership manager who can help us make Sydney the best city in the world.

You are someone who can organise events, big and small, without breaking a sweat. Along with your strong attention to detail and project management skills, you thrive on developing relationships and managing expectations across all levels of a business. You are focused on outcomes, able to project manage effectively, and work reliably to set timeframes.

You will be responsible for planning and executing the Committee for Sydney's annual event program of 50+ events – this includes managing execution of all event and sponsorship strategies, and owning all aspects of developing and executing innovative, high-impact event initiatives to drive engagement and awareness of the Committee's work.

This role is part of the small Committee for Sydney team and reports to the Chief Operations Officer.

About us

The Committee for Sydney is an urban policy think tank, supported by 160 of the city's top companies and organisations, across all sectors.

We aim to bring the right people together to come up with practical ideas to solve critical challenges and bring about a better future for all of Sydney. Our model draws on the expertise of our members, leading researchers, and practitioners.

We follow the evidence and are respected for our independence and rigour in work that spans mobility, planning, economic development, governance, resilience, and culture. We don't take sides politically, but we do argue a strong case.

Criteria:

- Experience producing corporate events, including managing event budgets
- Experience securing and delivering on event sponsorships
- Ability to manage a large, fast-paced event calendar, with attention to detail
- Ability to develop productive relationships with stakeholders, both internal and external
- Broad and creative thinker who thinks outside the square, a real problem solver
- Experience with CRMs, ideally Salesforce and Campaign Monitor
- Relevant experience and a thirst to continually develop skills – formal qualifications matter less than experience

Salary and benefits

A salary commensurate with candidate skills and experience will be offered. We are open to discussing flexible working conditions.

We know our capacity to do great work is increased when our team comes from a range of experience and backgrounds, so we encourage applicants from all backgrounds.

Applications

To apply, send your resume and a 1-page cover letter telling us why you're the right person for the job to recruitment@sydney.org.au.

Applications close: Friday 12 May 2023.

Applicants must have the right to work in Australia. The Committee for Sydney will keep applications on file for potential future opportunities. Only shortlisted candidates will be contacted. Applications will not be accepted from recruiters.

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Position description:

1. Planning and strategy (15%)

- Lead the annual event program and secure sponsorships
- Set targets and benchmark performance, reviewing outcomes and adjusting program accordingly
- Manage the annual event budget and revenue targets
- Contribute ideas as part of the Committee's research, policy, advocacy and membership work
- Produce reports for board papers as well as quarterly reporting on event targets

2. Event programming and creation (20%)

- Work with the policy team to drive content development for the event program
- Develop a program that supports the Committee's research and advocacy goals, and provides opportunities for important member and stakeholder engagement.
- Research and implement new approaches to thought leadership through events

3. Event delivery (45%)

- Organise and deliver the Committee's calendar of events, securing and liaising with hosts, caterers, speakers and stakeholders and coordinating all logistics
- Secure sponsors for targeted events (including Sydney Summit, Future Cities, Sydney Awards, and member briefings)
- Write event overviews and proof materials
- Develop targeted audience engagement plans to secure event attendance
- Liaise with CFS media and communications team to promote and publicise events
- Prepare event materials, registration lists, seating cards, etc.
- Proactively handle any arising issues and troubleshoot any emerging problems on the event day including onsite management of all events
- Conduct pre- and post – event evaluations and report on outcomes
- Manage individual event budgets and sponsorships

4. Systems management (20%)

- Maintain member CRM records, compile reports, and track engagement
- Contribute to CRM process and protocol and develop systems to ensure data remains current, clean and relevant
- Other responsibilities as allocated from time-to-time, including support of other Managers and Directors as workload requires and allows.