Job Title: Senior Events Manager  
Start Date: April 2022  
Salary: Starting at $86,000  
Location: NACTO is based in NYC and is in the process of developing a remote work policy that allows for flexibility and collaboration. Staff based in NYC are provided with office space, but utilizing this office space is not mandatory. All staff, despite location, will be required to visit the office throughout the year for in-person meetings. NACTO is primarily interested in candidates from the NYC area, but is open to strong applicants from other parts of the country who are willing to work within an EST schedule. Please note that NACTO is only able to accept applications from candidates based in the United States.

The National Association of City Transportation Officials (NACTO) is seeking an innovative and dynamic event production professional to join our team as a full-time Senior Events Manager. This role will work in collaboration with the Director of Engagement to strengthen and operationalize NACTO’s strategy of engaging members through dynamic in-person and virtual events and advancing our goal to connect, challenge, and champion the city transportation professionals working towards equitable, sustainable mobility policy and people-centered street design. The Senior Events Manager leads a team of two direct reports who will collaborate with the Senior Events Manager to design and deliver high-quality events and engagement activities.

The ideal candidate will excel at designing events that encourage NACTO members to build authentic relationships, has an understanding of how to maintain and navigate internal relationships with NACTO staff and external relationships with NACTO members and conference vendors, and has the adaptability and delegation skills to work under tight deadlines in collaboration with a team. The role will report to the Director of Engagement and requires up to 20% travel throughout the United States, not expected to exceed one travel engagement per month.

Who we are

NACTO is a nonprofit association of 90 major North American cities and transit agencies, formed to exchange transportation ideas, insights, and practices and cooperatively approach national transportation issues. Our members include cities such as Philadelphia, Atlanta, New Orleans, and Houston, and transit agencies such as Portland Tri-Met and Chicago Transit Authority. Our mission is to build cities as places for people, with safe, sustainable, accessible, and equitable transportation choices that support a strong economy and vibrant quality of life.
Our staff team is passionate, outcomes-oriented, and committed to challenging the status quo in transportation and raising the bar for city streets.

NACTO has experienced rapid growth in the past few years, from a network of two dozen cities a decade ago to nearly a hundred agencies today. As our organization and professional community grows, the Senior Events Manager role is designed to be a leader in engaging members and building a movement of changemakers through in-person and virtual events and operationalizing our event planning process across the organization. To explore the breadth of NACTO events, visit nacto.org/events/.

**Who you are**
The ideal candidate will bring extensive experience producing and project managing events with at least 800 stakeholders in attendance. The ideal candidate is also comfortable designing and project managing the process for smaller events with 10-40 stakeholders in attendance. You’re comfortable shaping large conferences, webinars, roundtables, and leadership and cohort learning events with attention to equity, inclusivity, and accessibility.

You’re consistently driven to consider both the process and product as you design and execute events. You’re comfortable asking clarifying questions, weighing different options, and creating a solid, yet flexible project plan. You have an astute understanding of how events can be effectively woven into the larger programmatic goals and vision of the organization. You are both a big picture thinker and a person who understands all of the moving pieces. You are collaborative and able to delegate to an internal team. The ideal candidate is comfortable rolling up their sleeves on the day of an event, setting up a registration table, troubleshooting with the tech staff, or greeting a stakeholder. You know how to be flexible and are comfortable transitioning from plan A to plan B when necessary.

You understand that the people involved in the process are just as valuable as the deliverables. You delegate to internal team members with clarity and care and you have a proven track record of detail oriented collaboration and communication across various departments. You communicate to external partners, vendors, host cities and their staff members, and sponsors with diplomacy, respect, and thoughtfulness. You understand the fine balance between listening, relationship building, and delivering outstanding deliverables to event attendees.

We’re seeking candidates with a keen understanding of how to navigate and manage the entire life cycle of an event including event design and production, project management, team engagement, stakeholder engagement, hiring vendors and consultants, managing a budget, and the survey and evaluation process.

Candidates do not need to have a background in transportation to be effective in this role, but a passion for learning about how to excite, inspire, connect, and mobilize our members and partners in the transportation field is critical to your success in this position.
To be successful in this job, you will excel in the following key areas:

- **Designing people-focused, mission-driven events:** You have past experience convening both large groups and intimate groups (in person and in the virtual space) of mission-driven individuals. You have a background designing events with a goal of connecting stakeholders, inspiring action, and keeping people committed to a mission. You have an awareness of how to produce an event with equity, accessibility, and inclusivity in mind.

- **Managing projects and processes:** You are organized, tech savvy, and comfortable managing complex timelines for both long-term and short-term events and engagement activities. You know how to collaborate and delegate tasks to a team, while also knowing when to ask for guidance, clarity, and support. You understand when to move with urgency versus when to slow down and move at a more measured pace. Your goals and actions are always tied to the larger programmatic mission and organizational vision.

- **Relationship-building and emotional intelligence:** You’re relational in your approach to work and your ability to build connections is a core part of how you operate. You are able to build trust and practice diplomacy with a wide range of people, including staff, partners, funders, vendors, and consultants, and across lines of race, gender, class and other identities. You are confident, clear, and thoughtful when delegating and cross-collaborating both internally and externally. You know how to create and maintain a cohesive, equitable, and effective team that is consistently excited and inspired to do the work.

- **Innovation and adaptability:** You keep your finger on the pulse of event planning trends that might be effective with NACTO’s members. You balance innovation and imagination with the strategic thinking necessary to develop organized project plans and delegate related action steps to NACTO staff. You are comfortable researching, cold calling, and broadening your professional network in order to produce the best possible results for NACTO events. You think ahead in order to mitigate risk, are able to switch gears and develop a new plan of action when necessary, and are able to catalyze, energize, and support a team in the midst of NACTO’s fast-paced conference season.

**Responsibilities include:**

- **Annual conference:** Spearheading the production of the annual Designing Cities conference, NACTO’s most prominent vehicle for movement building, membership engagement, strategic communications, professional development, and peer-to-peer exchange.

- **Other conferences and events:** Spearheading the production of small events such as webinars, roundtables, leadership and cohort learning events, and more. Supporting NACTO team members with individual programmatic events when necessary.
● **Project management:** Designing, delegating, and implementing project plans for large-scale and small-scale events using project management apps. Seeing a project through from its inception to its completion.

● **Relationship management:** Maintaining strong relationships with colleagues, member cities, vendors, and consultants in order to implement successful events and engagement activities. Developing new relationships with members, vendors, and consultants as necessary. Holding relationships specifically related to event production. In collaboration with the Director of Engagement, holds some relationships with city contacts. In collaboration with the Engagement Manager, holds relationships with sponsors. In collaboration with Communications Manager, designs content and communications for events. In collaboration with all Senior Program Managers, collaborates on the design and production of workshops.

● **Employee management:** Manage an events team of 2 direct reports, including the staff who: manage NACTO’s membership affairs, produce events (including the annual conference), and implement workshops and capacity building programs. Support staff success and professional development; build trust and accountability; deliver constructive feedback; and manage towards results.

**Qualifications**

NACTO does not have minimum requirements for education or professional experience. We encourage all candidates with relevant and differing experiences and professional backgrounds to apply. Generally, we expect qualified candidates would have the following baseline experience for a Senior Manager:

- 8 years of relevant professional experience; OR
- 6 years of relevant professional experience with an undergraduate degree; OR
- 4 years of relevant professional experience with a relevant master’s degree

**How to Apply**

Send a cover letter and resume as one PDF file to hr@nacto.org with the subject “Senior Events Manager.” Resumes received by March 7th, 2022 will receive first consideration, though this position is open until filled, and we encourage you to apply as soon as possible. No calls please. Due to the high volume of applications that we receive, we are unable to share feedback on individual applications.

*NACTO is committed to workplace diversity and inclusion. We are equal opportunity employers and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender identity, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law. We offer competitive salaries based on a nonprofit scale and commensurate with experience. Benefits include accrued PTO and family leave; healthcare, dental and vision insurance; expanded disability and life insurance; retirement savings plan; and pre-tax commuter benefits.*