

Job Opportunity: Program and Events Manager (for immediate hire)

The Consortium of Universities for Global Health (CUGH) is the world's largest consortium of academic based institutions addressing global health challenges. A non-profit organization based in Washington, DC, it has a membership of over 100 academic institutions and a network of 30,000+ global health practitioners. CUGH supports academic institutions and partners to improve the wellbeing of people and the planet through education, research, service, and advocacy.

CUGH is seeking a **Program and Events Manager (PEM)**. This critical role helps CUGH advance its programming for members ensuring CUGH is delivering high quality programs aligned with the organization's mission and strategic plans. The PEM works with leadership to ensure our calendar of events supports membership retention and expansion, financial growth, and development of strategic partnerships. Based in our Washington, DC office, this position reports to the Director of Operations. Following a three-month onboarding period, employees have the option to work remotely one day per week. CUGH offers a salary of \$90,000–\$100,000 per year, along with a comprehensive benefits package.

Event Strategy & Member Engagement

- With organization leadership, develop, maintain, and implement an organization-level strategy to advance CUGH's mission and strategic goals. Identify activities and outreach strategies to increase CUGH's visibility and value add to members.
- Manage event pricing and sponsorship to achieve and sustain net-positive revenue from signature events in coordination with the organization's leadership.
- Collaborate with senior staff on pricing for events and monetizing activities to ensure maximum participation and impact on the events' strategic goals.

Planning

- Responsible for overall events and program logistics. Work with the Director of Operations to develop and monitor the budget for all events.
- With direction from CUGH leadership, manage the planning, monitoring, and execution of in-person, hybrid, and virtual events and programs both in the US and internationally. Collaborate with members and partners on event planning and activities.
- Develop an annual sponsorship prospectus. Cultivate sponsors and exhibitors that provide value to CUGH members.
- Develop and maintain event and event plans, standard operating procedures, runs of show, and associated documentation.
- Manage stakeholder pre-event meetings including kick-offs, regular check-ins, and runs-of-show.
- Research and source cost-effective tools, vendors, and platforms to support program and event implementation.
- With the Executive Director, draft program content documents and program descriptions. Oversee development of virtual and printed programs.
- Oversee the design and development of events to engage new members and retain existing members around the world digital platforms in collaboration with CUGH leadership.
- Collaborate with staff to develop strategies that promote CUGH's events.

Administration

- With the Director of Operations, identify, negotiate, and manage agreements and relationships with vendors/contractors supporting CUGH programs and events.
- Manage all aspects of event registration including creation of registration forms/pages; monitoring registrations for accuracy and completeness; providing registration assistance to VIPs and sponsors. If required, coordinate with CUGH leadership on outsourcing support for this function.
- Maintain inventory of event-related items in coordination with the Admin and Member Services Associate.
- In coordination with the Admin and Member Services Associate, incorporate conference and events pages in the CUGH website, registration forms, etc. Ensure timely updates and coordinate inputs from organization leadership and planning contributors.
- Oversee gathering of materials and documentation related to events including CME/CNE requirements, presentations, etc.
- Respond to event-related inquiries.

Execution

- Oversee/manage subcontractors and vendors selected to work on CUGH events.
- Produce end of event reports. Guide after-action reviews.
- Track event progress and troubleshoot as required.
- Solicit feedback and identify areas of opportunity to improve events and programs that are part of engagement and outreach efforts.

Requirements & Qualifications:

- 5+ years' experience leading the end-to-end delivery of an organization's events from briefing through to completion, including sponsorship engagement as well as strong project management skills - planning, organizational, and scheduling experience.
- Proven experience in planning, organizing, and executing large conferences (800+ people) and workshops both in person and virtually.
- Experience with scientific conferences and events including the organization of sessions, review and selection of abstracts, registration management.
- Highly organized and very detail oriented.
- Experience supervising consultants, vendors, and firms engaged to support event functions such as travel, facility management for events, etc.
- Exceptional written and verbal communication abilities.
- Strong IT capabilities, Microsoft Office, Constant Contact, Webinar/Hybrid Conference Platforms (i.e., Zoom, GoToMeeting, etc.), CRM platforms. Familiarity with event software and mobile apps.
- Ability to work independently and problem solve as needed.
- Bachelor's degree in business management, business administration, hospitality management, or marketing.
- Experience working in international development, public health, global health, or health sciences is an asset.
- Motivated, resourceful self-starter who enjoys multi-tasking and thrives in a small office.

Interested individuals should send their CV and cover letter to applications@cugh.org.