



## **Manager of Events and Operations**

BES is a national nonprofit organization that identifies and prepares excellent leaders to transform education in their communities. Over more than two decades, BES has prepared leaders to found 200+ schools in 50 cities across 20 states and Washington DC, educating 63,000+ students – of whom 82 percent qualify for free/reduced lunch, and 94 percent identify as students of color. In all, BES has trained more than 2,700 leaders to found, lead, and grow schools through its leadership development offerings.

The BES Manager of Events and Operations will be responsible for event planning and operational functions of all BES programs and training. This position will report to the Senior Director of Special Projects.

### **Key Responsibilities:**

- **Event Planning and Logistics**
  - Builds a BES event experience that reflects our anti-racism agenda
  - Attends all in-person events to provide on-the-ground logistics support, and administrative support when needed
  - Supports travel coordination and planning
  - Secures and manages event contracts
  - Tracks and hires vendors through an equity lens
  - Manages event budgets
  - Manages event communications to participants
  - Administers event feedback surveys and analyzes responses
  
- **Operations Management**
  - Supports implementation and maintenance for tools and systems used on the programs team, including, but not limited to:
    - Google Suite (e.g., Docs, Sheets, Sites, Slides, Jamboards, Calendar)
    - Project management platforms (e.g., Asana)
    - Learning platforms (e.g., Nearpod)
    - Surveys (e.g., Alchemer)
    - Communication tools (e.g., Slack, Mailchimp)
    - Client information and interaction tracking (e.g., Kapta)
  - Creates training modules and trains staff on org-wide systems
  - Manages programs calendar and monthly program memos
  - Creates and oversees knowledge management content
  - Owns program participant onboarding and offboarding
  - Manages COVID precautions, protocols, and data tracking, as needed
  
- **Program Support**

- Manages supply inventory and process for sending gifts and swag to program participants and school teams
- Supports Chief Program Officer with her calendar and administrative tasks, as needed

**Skills, Experiences, and Competencies:**

- At least 2 years' work experience in a school or nonprofit environment, experience working remotely preferred
- Demonstrated strong attention to detail
- Demonstrated commitment to pursuing education equity
- History of taking action to improve diversity, equity, and inclusion in a school or organization
- Desire to learn and grow with the team
- Flexible, adaptable, and able to reflect and iterate on an ongoing basis
- Ability to communicate effectively and professionally with external and internal stakeholders
- Alignment with [BES team values](#)
- Experience in project management (can include curriculum planning as a teacher)
- Experience managing event logistics with large groups of internal and external stakeholders
- Experience with coordination and execution of virtual events, including webinars, trainings, and team meetings
- Experience managing travel for large groups
- Strong technical skills with platforms such as Google Suite, CRM tools, online conference platforms, and Mailchimp

This role is fully remote and can be based anywhere in the nation with up to 40% travel expected and occasional evening or weekend work required. Schedule flexibility available during non-travel periods.

**Compensation:**

BES offers a competitive salary and benefits package, which includes medical and dental coverage, a 401(k) contribution match, paid time off, paid parental leave, and the ability to work remotely.

The 2022-23 salary range for the *Manager* position grade at BES is:

- Starting minimum: \$59,569
- Starting maximum: \$67,575
- Ceiling: \$81,808