

## **DIRECTOR, EVENT MANAGEMENT**

The activities outlined below are in addition to assuming the duties and responsibilities of all volunteers to act in accordance with the law and good governance and management practices.

The Events Director should report to the VP Partnerships.

### **Responsibilities include:**

Helping to set yearly themes, brainstorming, soliciting and filtering speaker suggestions, initiating and maintaining speaker contact, briefing and serving as host for the visiting speakers

Co-ordinating Events share of budget with Treasurer, including seeking event sponsorship where possible and analysing financial returns from events to ensure that all costs are covered and profits made. Any loss-making events should be cleared with the Treasurer in advance.

Providing quarterly reports on event attendance and event income to the Board.

Managing the Events Team:

- Recruiting volunteers to join the Events Team
- Organizing and facilitating meetings of the Events Team to plan events and to share ideas, issues, best practice
- Facilitating communication between team members
- Building annual and quarterly programmes and ensure smooth running of events.
- Organising and coordinating regular calendar of events: International Women's day dinner, monthly Networking events, learning & development seminars.
- Ensuring that members of the Events Team / other volunteers are present and briefed on their responsibilities before, during and after PWI events.

Liaising with other Teams:

- Liaising with Marketing & Communications / Social Media to ensure that events are well publicised in advance.
- Coordinating with Programme Directors for themed events: venue selection / calendar co-ordination / liaison with speakers etc.
- Liaising with VP Membership to monitor member satisfaction from event attendance, follow-up with non-members attending events and analyse event attendance.
- Assisting President with event updates for quarterly email update to members.

Liaising with PWN Global on ad hoc event projects (e.g.: METOTEM) and webinars.

Participating in as many PWI Brussels events as possible.

### **Skills required:**

Strong communicator with presentation and writing skills; a track record of collaboration, openness, and sharing of knowledge as well as effective delegation; team and project management experience; facilitation skills; strong networking skills; negotiation skills; pro-active.

Fluency in written and spoken English (and if possible French or Flemish).

Ideally previous professional experience in organizing events.

**Time commitment:**

2-3 hours a week as an average, plus attendance at Executive Committee meetings (once a month).

In addition, available to attend 2 or 3 Network events per month and ensure that someone from Events Team is always present.