



Committee Encouraging Corporate Philanthropy

OPEN POSITION: EVENTS MANAGER

Organization Description:

The COMMITTEE ENCOURAGING CORPORATE PHILANTHROPY (CECP), a nonprofit organization, is an international forum of business CEOs pursuing the mission of leading the business community in raising the level and quality of corporate philanthropy. www.CorporatePhilanthropy.org

Founded in 1999 by Paul Newman, John C. Whitehead and Peter Malkin, CECP has grown to include a membership of 170 CEOs and chairpersons, representing companies that account for over 40% of reported corporate giving in the United States.

In addition to frequent research publications, best practice articles, media outreach and more, CECP offers the following signature programs for CEOs and senior corporate giving professionals:

- The prestigious **Excellence in Corporate Philanthropy Awards**, awarded to two companies and one nonprofit each year.
- CECP's annual '**Board of Boards**' CEO Conference, convening 50 CEOs for discussions exclusively focused on the topic of corporate philanthropy.
- The **CECP Corporate Philanthropy Summit**, bringing together 300 corporate giving professionals for the premier conference in the field featuring celebrity speakers (i.e. President Clinton, Andre Agassi, Katie Couric, Ambassador Holbrooke), CEOs, and industry leaders.
- The **Corporate Giving Standard** online measurement tool, used by over 150 companies to benchmark corporate giving programs against peers and competitors.
- **National Corporate Philanthropy Day**, a platform to bring visibility to companies for their work in communities around the world.

We pride ourselves in convening thought-leaders from the private, public and independent sectors around the topic of corporate philanthropy to elevate the level and quality of, and attention to, corporate giving in the business community.

Job Description:

As CECP plans to offer more member events throughout the year, the Events Manager is a new position responsible for managing the content, strategy, planning, and execution of all convenings for CECP's two primary constituents -- CEOs and corporate foundation presidents.

This position offers a highly-motivated individual the opportunity to influence the future of a fast-paced, innovative, and high impact organization by ensuring that CECP grows its presence in the industry as the leading convener of corporate executives on corporate philanthropy.

This position requires an exceptional command over the traditional event management responsibilities, including: venue and vendor management, liaising with technology/ audio visual, food services, communications, security, music, menus, flowers, audio visual coordination, event-related print materials, and other necessary details.

However, where this job comes to life for the right candidate is in the opportunity to shape and develop the content for the CECP meetings, working in close connection with the Director of Operations and Executive Director. Ideally, this candidate will be a results-oriented professional with events experience and a creative and critical thinker who has a very strong interest and capability in content development as it relates to the field of corporate philanthropy. Strong writing skills are a must for the development of program outlines, session descriptions, invitation copy, speaker notes, etc.



Committee Encouraging Corporate Philanthropy

OPEN POSITION: EVENTS MANAGER

This position provides exceptional exposure to the corporate sector's finest and most socially-aware business leaders and offers a candidate the chance to be part of a small but enterprising team.

Qualifications:

CECP's staff is small, motivated, and highly productive, and the candidate should be willing to take on significant responsibility and be able to work in a fast-paced and demanding environment.

- Bachelor's degree and at least three to five years experience in a related field, such as events management, special events, content development, conference coordination. Corporate experience strongly preferred.
- Ability to work well under pressure, multi-task, be a self-starter and stay very organized.
- Exceptionally strong writing and interpersonal skills and demonstrated ability to think strategically.
- Experience interacting with C-Level executives.
- Proven project management capabilities
- Creative and high energy.
- Limited travel required.
- Interest in corporate philanthropy (knowledge of corporate philanthropy and CSR and familiarity with main industry organizations operating in the space is a plus, but not required).

CECP encourages creative, independent, and spirited candidates to apply.

Location:

110 Wall Street, New York, NY

Salary:

Competitive in the nonprofit sector

To Apply:

Please submit a cover letter, your resume and 3 writing samples to:

Cari Hills
Director of Operations
CECP
110 Wall Street, Suite 2-1, New York, NY
info@corporatephilanthropy.org