



Position Title: Director of Programs & Events

Position Purpose: Do you love hosting amazing events! Do you dream of checklists? Do you exhibit grace under pressure? Use your event organizing skills to host our conferences, workshops, and fundraisers as we train the next generation of leaders in Minnesota.

LeadMN connects college students for the change. We represent the 180,000 two-year college students in Minnesota to help them transform their lives and their communities. Our students LeadMN by developing leadership skills to realize their potential, see beyond what they thought was possible for personal success, and to drive community-wide change.

The Director of Programs & Events position will be responsible for designing face-to-face, virtual, and hybrid events that are enjoyable for the student participants and create a world-class learning environment. A great candidate must love working with students, thinking outside the box, developing exciting new learning methods and thrive in a mentorship role.

Position Responsibilities: The Director of Programs & Events position shall report to the Associate Director. Responsibilities and duties include, but are not limited to:

Face-to-Face, Virtual, and Hybrid Conferences and Events (75%)

- Schedule, plan, and coordinate association conferences, trainings, meetings
- Collect and prepare invoices, receipts, and other financial documents for external bookkeeping service
- Oversee conference and training budgets
- Maintain office and conference files
- Work collaboratively with constituent groups to design programs and events
- Utilize online communication and social platforms for programs and events
- Develop communication strategies for all events
- Add, track, and complete all tasks associated with planning in project management tools
- Update and maintain vendor and conference attendee contacts in NationBuilder
- Develop and implement a robust evaluation plan
- Establish registration fees and develop event registration
- Schedule Mark M. Welter Center for Learning rentals and assist customers with event planning
- Provides on-site quality customer service, troubleshooting, and public relations with attendees, speakers and moderators during meetings and workshops; may be required to assist with setting up, operating, and troubleshooting audio visual equipment, software, and related programs while on-site; may be required to create scripts and slides; ensures programs stay on track, speakers are prepared, and sessions remain on schedule.

Leadership Development (25%)

- Reassess and integrate and outcomes of the LeadMN Leadership Competency Framework
- Develop, design, and issue digital badges using Badgr and Canvas



- Promote and oversee the Leadership Badge Awards Program
- Create and maintain partnerships with community organizations to deliver an effective leadership curriculum
- Assist with the development and integration of LeadMN Lab, an online training and learning environment
- Manage the Speaker Showcase; interview and hire professional speakers

Skills/Experience:

- Must have 5 to 10 years of experience
- Customer service and interpersonal skills are required. Can effectively communicate with students by listening to their needs and presenting ideas and solutions to their requirements.
- They also work with vendors, caterers, employees, volunteers, and many other parties at the same time.
- The ability to remain calm under pressure
- Advanced knowledge of Microsoft Office and computer proficiency is required.
- Be an effective negotiator to maximize the budget to ensure that we are creating a world-class event for the students.
- The ability to make many things happen all at once at meetings. They need to stay focused and organized so that the event goes off without a hitch.
- Be able to quickly solve any issue that may arise through effective problem-solving skills.

Education: B.S. or B.A. degree is required.

An average work week will consist of 40 hours, Monday – Friday, 8:00 a.m. – 4:30 p.m. Occasional weekend and evening work will be required, including offsite meetings outside of the metro area.

Salary range: \$60,000 - \$70,000 annual salary base on experience

Benefits offered: Medical, HSA plan, dental, life insurance, long term disability, paid holidays, personal leave, paid time off, compensatory time, and retirement plan with employer match.

To APPLY: for this position, please send a cover letter, resume, and three professional references to jobs@leadmn.org and cc the Associate Executive Director, Fatu Magassouba Fmagassouba@leadmn.org. Applications will be accepted until the position is filled.

To learn more about LeadMN, please visit our website at www.leadmn.org.

NOTE: This role will be granted the opportunity to work from home 2 days a week but must be able to commute to The LeadMN Office on a flexible weekly schedule based upon business needs. The schedule is based on agreed-upon guidelines. LeadMN reserves the right to change remote work status but with notice to employees.