tapestry
NETWORKS

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Project and Event Manager

Role

Project and event managers are responsible for all administrative tasks related to the ongoing operation of our networks. They are in direct, regular contact with the offices of CEOs, corporate directors, top government officials, and other senior leaders – and are highly successful at building and maintaining these relationships. The ideal project and event manager will have superior organizational skills, excellent oral and written communication, strong attention to detail, and the ability to work effectively across multiple projects in a fast-paced and highly collaborative setting.

Responsibilities include:

Team support

- Schedule all internal and external team calls and meetings

- Generate meeting agenda and meeting minutes

- Provide travel support for team

- Determine, communicate, and track meeting action items

- Administer team file-sharing space and coach team members on usage practices

Network and member support

- Develop strong working relationships with network members, sponsor executives, and guests via direct communication or through their executive assistants; keep team aware of relationship quality or member/sponsor issues as they arise

- Generate project timelines, identify milestones, and monitor deadlines

- Support document preparation and distribution, i.e., proof read, identify and correct document format issues, print and bind documents, distribute electronic material as needed

- Work with external vendors (including printers and copy editors) to ensure that high standards for service quality and delivery deadlines are met consistently

- Update information and communications in CRM database

- Assist with member- and guest-related event logistics to ensure hotel, ground transportation, and meeting needs are met

- Anticipate and plan for requirements of tasks, execute tasks in a timely manner, and know when to ask for help

Event support

- Coordinate meeting requirements and act as Tapestry's main voice with meeting venue management; this can involve working with sponsor staff as well

- Manage event production, including compiling the member directory and meeting book, and producing meeting books, tent cards, badges, signs, etc.

- Provide on-site administrative and logistical support to team, members, guests, and sponsors; quickly solve problems as they emerge at events

- Create a welcoming atmosphere at events including greeting members, sponsors and guests

Company support

- Provide constructive feedback on practices to continuously improve Tapestry's processes

- Provide administrative support to one or more Tapestry leaders, including expenses, travel and calendar management

- Provide collaborative support for other networks or internal Tapestry projects as needed

Candidate Profile

The ideal project and event manager will have very high standards for his or her work, with great attention to detail and timely follow-through.

Key competencies include:

- Intellectually curious and able to learn quickly

- Proactive mindset and approach: able to think several steps ahead in a project plan, anticipate teammates' needs, and suggest improvements to existing processes

- Enjoy multi-tasking and can prioritize work streams effectively under deadline, with timely execution and resolution of action items

- Motivated by teamwork; enjoy working in highly collaborative environments

- Gracious and supportive; concerned with the interests of others

- Open to feedback and learning; willing to coach and teach others

- Ethical, confident, creative, and positive attitude

- Track record of achievement in personal or professional setting

Desired background and qualifications include:

- BS/BA degree (or equivalent) and 2-3 years' professional experience in an environment with senior-level executives

- Strong verbal and written communication skills, highly professional presence and phone manner; able to interact with board-level and C-level executives

- Experience preparing and proofing documents for an executive-level audience

- Excellent word processing capabilities with attention to templates, style sheets, and formatting

- Experience with Microsoft Office Suite and Outlook calendars

- Experience with developing and maintaining project plans, and managing multiple projects/work streams simultaneously

- Ability to make complex travel arrangements

- Willingness and ability to travel, including potential international travel, at least 10–12 times per year