

Job Description

Posted: April 2019
Position: **Membership and Events Manager**
Dept./Division: Commercial Divisions
Reports to: Executive Vice President, Commercial Divisions- GBREB

Position summary

The Membership and Events Manager is responsible for managing close to 30 educational, social, and networking programs a year for the commercial divisions of the Greater Boston Real Estate Board. Events include educational luncheons, networking receptions, golf tournaments, awards programs, committee meetings, and much more. The role is responsible for managing all aspects of event production including managing event timelines, site selection, event marketing, working with vendors, F&B, and tracking budgets. This position is a highly visible role interacting regularly with members including the Board of Directors and senior level professionals from within the industry.

Membership Responsibilities:

- Work closely with members to identify appropriate engagement opportunities through committee involvement and manage committee tracking lists
- Management of 5-6 committees which includes scheduling, preparing, taking notes and managing events associated with each committee.
- Work with team to promote membership, identify prospective members and assist with business development.

Events Responsibilities:

- Manage close to 30 assigned programs and events per year, ranging from 40-300 people.
- Event management includes all aspects of event production including: Site selection, event production timelines, event promotion, budgets, negotiating contacts, F&B selection, AV, program content creation, and working with vendors.
- Respond to inquiries regarding each program and event
- On-site attendance at all programs and events, generally located in and around greater Boston

Event Marketing / Communications

- Manage the production of marketing timelines for assigned events
- Work with creative services on promotional materials for events
- Manage event communications for assigned events, including updating website and creating email blasts

Additional Responsibilities:

- Work with team on managing and supporting special initiatives and special events
- Work with team on budget preparation and strategic planning

Qualifications

- Bachelor's degree in event/hospitality management, business, communications, marketing or a related field is preferred
- 4+ years of experience in event management, member relations, customer service or marketing is preferred
- Exceptional customer service and interpersonal skills
- Excellent writing and communication skills
- Strong organizational skills and keen attention to detail
- Ability to work independently and as part of a team
- Strong work ethic
- Proficiency with Microsoft Office
- Database management experience
- Budget management

Please send cover letter and resume to resumes@gbreb.com. No phone calls please.

The Commercial Divisions - Building Owners and Managers Association (BOMA), Commercial Brokers Association (CBA), Real Estate Finance Association (REFA) and Rental Housing Association (RHA) are divisions of the Greater Boston Real Estate Board. www.gbreb.com