

**Job Description: Events Manager**

<b>Role</b>	Events Manager
<b>Compensation</b>	As per industry standards. For ideal candidates, we're flexible.
<b>Qualification</b>	Graduate in any discipline
<b>Experience</b>	6-8 years of relevant work experience in project planning, event management, strategic op and vendor mgmt.
<b>Location</b>	Currently remote for 1 year, after which it will be Mumbai/ Bangalore

**About AFI**

Action For India's mission is to help social entrepreneurs in India overcome barriers to scale and achieve greater impact at the Bottom of the Pyramid. AFI identifies and connects high-potential social entrepreneurs (working in sectors such as Education, Healthcare, Agriculture, Livelihood, Climate Change and Financial Inclusion) with impact investors, mentors, technology resources, government contacts and local partners to help them on their scaling journey. Launched in 2012, AFI is headquartered in New Delhi, India and has chapters in the UK and Silicon Valley, California. Since its inception, AFI has helped more than 1000 social entrepreneurs in their scaling journeys. You can get more information about AFI at <<http://www.actionforindia.org>>.

**About the AFI Forum**

Our flagship vehicle to support social entrepreneurs has historically been the AFI Forum, an invite-only event bringing together **100 leading social entrepreneurs** along with **100 influencers** drawn from the realms of impact investment, philanthropy, governance, technology, and public policy. AFI Forums have been organized every year since 2012 at various locations - Delhi, Hyderabad, Bengaluru and Mumbai. However, the Forum could not be held last year due to the pandemic.

Some of the Eminent speakers at previous AFI Forums include Amitabh Kant, Desh Deshpande, Sam Pitroda and Peggy Dulany Rockefeller while some of the companies that have supported the previous editions of the Forum include Cisco, Intel, Nokia, Hewlett Packard, Nishith Desai Associates and ONGC; and Foundations including Deshpande Foundation, Motwani Jadeja Family Foundation, Ravi Mantha Family Foundation, WISH Foundation, Ek Soch Foundation, the Global Education Leadership Foundation, and Apollo Hospitals Foundation. More Information about the Forum is available at [https://www.actionforindia.org/afi-forum-2021/new\\_index.html](https://www.actionforindia.org/afi-forum-2021/new_index.html).

**Job Title: Events Manager****Job Description:**

We are seeking a dynamic and experienced Events Manager to lead and oversee all aspects of our organization's flagship events, including the Annual Forum, Regional Forum, and other strategic initiatives. As Events Manager, you will play a pivotal role in ensuring the success and impact of these events by managing program content, fundraising, outreach, marketing, partnerships, logistics, and more.

**Key Responsibilities:****1. Strategic Planning and Oversight:**

- Develop comprehensive event strategies aligned with organizational goals and objectives.
- Ensure seamless execution of the Annual Forum, Regional Forum, and other strategic events, overseeing all aspects from planning to post-event evaluation. Collaborate effectively with vendors/agencies to support event execution.
- Monitor progress, track key performance indicators (KPIs), and adjust strategies as needed to optimize outcomes.

**2. Speaker and Partner Engagement:**

- Identify, recruit, and secure relevant speakers, resources, and partners to enrich event content and enhance participant experience.
- Cultivate relationships with key stakeholders, including social entrepreneurs, influencers, investors, mentors, ecosystem partners, and sector champions.

**3. Outreach and Marketing:**

- Develop and implement robust outreach plans to attract diverse participants and stakeholders to events.
- Collaborate closely with the AFI Communications team to create compelling marketing collateral and promotional materials for events.

**4. Event Management and Logistics:**

- Oversee all logistical aspects of events, including venue selection, budget management, registration, catering, audiovisual setup, managing invites and more.
- Ensure smooth onsite execution, troubleshoot any issues or challenges, and maintain a high level of professionalism throughout.

**5. Strategic Collaboration and Integration:**

- Work closely with the President/CEO and management team to document and shape the strategic vision for AFI events.
- Act as an integrator for existing AFI initiatives, identifying synergies and opportunities for collaboration between different programs and initiatives.

**Qualifications:**

- Bachelor's degree in Marketing, Business Administration, Event Management, or related field. Master's degree preferred.
- Proven experience (Minimum 6 Years) in event management, with a track record of successfully planning and executing large-scale events.
- Exceptional project management skills, with the ability to manage multiple tasks and priorities simultaneously under tight deadlines.
- Strong interpersonal and communication skills, with the ability to build and maintain relationships with diverse stakeholders.
- Strategic thinking and problem-solving abilities, with a results-driven mindset and a focus on achieving organizational objectives.
- Proficiency in Microsoft Office suite and event management software/tools.
- Flexibility to travel and work occasional evenings and weekends as required to support event activities.

Join us in our mission to foster entrepreneurship and innovation! If you're passionate about events and making a meaningful impact, we'd love to hear from you. Apply now to become our Events Manager and be a key player in shaping the future of AFI events.

**You'll excel in this role if you possess the following skills and attributes:**

- Adept at Project planning & execution
- Flexible working hours suiting AFI's global network
- Passion for pursuing a career in the domain of social impact
- Strong ability to think across domains and connect ideas laterally
- Good understanding of the social entrepreneurship ecosystem in India
- Demonstrated ability to design, plan, manage and execute large events (both in-person and virtual)
- Highly developed oral and written communication skills and ability to work with individuals and groups at all levels
- Effective and strong institutional network-building capabilities to establish relationships with the various stakeholders and startups