

### **Job Description: Manager - Events**

<b>Role</b>	Manager - Events
<b>Compensation</b>	As per industry standards
<b>Qualification</b>	Graduate in any discipline
<b>Experience</b>	4-8 years of relevant work experience in project planning, event management, operations and fund raising preferably in the startup ecosystem
<b>Location</b>	Bangalore/Hybrid

#### **About AFI**

Action For India's mission is to help social entrepreneurs overcome barriers to scale. AFI identifies and connects high-potential social entrepreneurs with impact investors, mentors, resources and local partners to help them on their journey. Launched in 2012, AFI is headquartered in New Delhi, India and has chapters in the UK and USA. Since its inception, AFI has helped more than 800 social entrepreneurs. 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 organised every year since 2012 at various locations - Delhi, Hyderabad, Bengaluru and Mumbai.

Some of the Eminent speakers at previous AFI Forums include Rajyavardhan Rathore, Meenakshi Lekhi, Desh Deshpande, Sam Pitroda and Peggy Dulany Rockefeller. More Information about the Forum is available at: [AFI Annual Forum](#).

## **About the Role**

### **Key Deliverables:**

- Lead the Annual AFI Forum including program content, fundraising, sponsorships, outreach, partnerships
- Oversee end to end activities from the brief stage to post event summary as needed to deliver flawless and memorable events
- Onboard and work closely with a team of interns and vendors/agencies for the smooth execution of the event
- Coordination with various internal team members ensure to meet the expectations (Creative, Operations, Technical, Vendors)
- Liaise with the management to prepare a strategic organizational vision and plan for AFI events going forward

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

- Demonstrated ability to design, plan, manage and execute large events (both in-person and virtual)
- Experience raising sponsorship for events and conferences
- Adept at project planning & execution
- Highly developed oral and written communication skills and ability to work with individuals and groups at executive levels
- Effective and strong institutional network-building capabilities to establish relationships with the various stakeholders
- Experience in the startup or corporate ecosystem will be a huge advantage

### **How to Apply:**

Eligible candidates email their resume to [careers@actionforindia.org](mailto:careers@actionforindia.org)