

Job Description: Corporate Events Manager

Role	Corporate Events Manager
Qualification	Graduate in any discipline
Experience	A minimum of 5-8 years of experience in project planning, event management, strategic operations and vendor mgmt. Preferred Industry/Sectors/Domains: Corporate, Multilateral Foundation, Management Consulting, Financial Services, Enterprise & Startup Advisory, Business Operations, CSR and similar others
Location	Currently remote for 1 year, after which it will be Mumbai

About Action For India

Action For India’s (AFI) 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 through ecosystem building, capacity building programs and creating networking opportunities.

Why you will enjoy working with AFI

- Startup Ecosystem and social impact integration: Dive into the dynamic world of startups, where innovation thrives and creativity knows no bounds, while making a meaningful impact on society.
- Best of Both Worlds- Experience a fusion work environment with a unique blend of corporate professionalism and the passion-driven ethos of the development sector.
- Employee Centric People Policies- Clear Objectives, Rewarding Outcomes: Navigate your career path with clarity, as you are equipped with objective performance evaluation coupled with exciting bonus incentives for exceptional achievements.
- Pioneering Initiatives: Be at the forefront of innovation, spearheading new projects and ventures that push boundaries and shape the future.
- AFI is committed to providing a work environment that supports and respects all individuals. Our processes are merit based and applied without discrimination on the basis of race, colour, religion, sex, gender identity, sexual orientation or any such aspect that does not affect the performance on the job.

For further details, visit <https://actionforindia.org/>

Position Overview

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.

Skills Required:

- Exceptional project management skills, with the ability to manage multiple tasks and priorities simultaneously under tight deadlines.
- Demonstrated ability to design, plan, manage and execute large events (both in-person and virtual)
- Strong interpersonal and communication skills, with the ability to build and maintain relationships with diverse stakeholders. Highly developed oral and written communication skills and ability to work with individuals and groups at all levels
- Strategic thinking and problem-solving abilities, with a results-driven mindset and a focus on achieving organizational objectives.
- Flexible working hours suiting AFI's global network and 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.

Please share your profiles - ranjitha@actionforindia.org