



**Ownership
Works**

Events and Convenings Manager

New York, New York

To Apply

Please submit a resume to hiring@ownershipworks.org with the subject line “Last Name, First Name – Events Manager.” Candidates are encouraged to apply as soon as possible. Due to volume, only those candidates considered for an interview will be contacted.

About Ownership Works

Ownership Works is a fast-growing organization with a mission to increase prosperity through shared ownership at work. We partner with companies and investors to implement innovative shared ownership programs that make every employee an owner and honor the collective effort behind a company’s success.

Ownership Works was founded in 2021 to scale shared ownership as a pathway to maximizing shared wealth creation, addressing economic insecurity, and strengthening companies. Our partners manage over a trillion dollars in assets and employ over a million people.

Ownership Works is building a team of outstanding leaders and professionals to guide investors and companies through the process of sharing ownership and to evaluate the impact of these programs.

About the Marketing and Communications Team

The Marketing and Communications Team serves as an accelerant to our movement building efforts through the application of marketing, content, and convenings strategy to create awareness of and interest in shared ownership, our work, and the work of our partners.

Ownership Works partners with some of the nation’s largest private equity, financial services, consulting, and law firms, and is also supported by premier foundations.

We are:

- Results-oriented with a culture of humility and excellence
- Pragmatic optimists who enjoy translating “big ideas” into actionable plans and results
- Strategic, curious, diverse, and accountable
- Incredibly fast moving as we build and grow the organization

About The Position

Ownership Works is seeking an experienced, driven and mission-oriented events marketing professional who is passionate about creating more valuable companies and advancing social impact in the workplace. The role will lead all events and convenings for the organization with a goal of fostering learning and dialogue among our partners, while generating awareness and excitement for our movement with the broader public. This includes regular in-person, hybrid and virtual meetings, events, and fundraisers as well as the production of webinars and podcasts featuring key voices in the shared ownership community. The Events and Convenings Manager will oversee creating the vision, logistical planning, and execution of these events to ensure all elements of an event come together seamlessly. The successful candidate will have a passion for creating best-in-class high-impact corporate events while supporting a mission-driven and growing organization.

Core Goal

Lead, manage and execute all aspects of Ownership Works' events and convenings to a high-level of excellence and impact.

Responsibilities

- Serve as the lead producer on assigned projects, including but not limited to: partner convenings, public information sessions, fundraisers, and webinars
- Oversee all aspects of event production, from pre-planning through on-site execution and post-event wrap-up and evaluation
- Maintain a budget for each event and track expenditures
- Develop comprehensive project plans that identify all deliverables, milestones, and required tasks, and manage progress with assigned responsible parties for each
- Manage and coordinate all event vendors and partners including but not limited to: clients, venue staff, caterers, audio/visual providers, and security, while ensuring high quality output and adherence to terms
- Negotiate contracts with vendors and service providers
- Coordinate with speakers on content and logistics to make their involvement seamless
- Contribute to agenda creation to ensure event content meets organizational goals
- Maintain excellent relationships with partners to generate additional and future event support
- Create playbooks for event production and toolkits for speakers
- Make recommendations for platforms to enhance the attendee experience
- Coordinate with marketing team members on event promotion and post-event content distribution
- Develop and implement strategies for managing event logistics, including but not limited to: transportation, accommodations, and on-site registration
- Help lay the groundwork for expansion into additional convening channels such as podcasts, social media live events, etc.
- Keep abreast of the latest developments in the event industry and best practices to bring to Ownership Works
- Troubleshoot problems and make decisions quickly under pressure
- Write post-event reports detailing successes, challenges, and lessons learned

What this position at Ownership Works offers you

- A unique opportunity to work with top leaders in finance and business to impact the lives of thousands of hard-working individuals by transforming businesses and creating shared wealth
- The opportunity to be a specialist in your field while supporting a movement and gaining a comprehensive understanding of the shared ownership space
- Talented and passionate colleagues
- A flexible work environment in a people-centered organization

Skills & Qualifications

- 5-7 years professional experience in corporate event planning and production
- Superior attention to detail
- Strong project management skills with the ability to meet deadlines
- Client service/hospitality mindset and orientation
- Ability to manage and stay within a set budget
- Experience coordinating and managing vendors
- Excellent verbal communication and written communication skills
- Creative problem-solving skills
- Excellent relationship management skills
- Highly responsive and collaborative team player
- Self-starter with an entrepreneurial mindset

Base Salary Compensation Range

The compensation available for the role considers a variety of factors including, but not limited to, work location, individual skill set, previous/applicable experience, and other business needs. The estimated salary range for individuals who work in New York City is \$90,000 - \$125,000 per annum plus bonus.

Benefits

Excellent health, vision, and dental care benefits for you and your family. Unlimited paid time off. 401(k) retirement plan with generous employer contributions.

Location

Ownership Works is building a New York City based team. We will have an office-centric hybrid work model that prioritizes the health and safety of our staff and partners. The role may include some travel to support events.

Equal Opportunity Employer

Ownership Works is an Equal Opportunity Employer. Women, people of color, people with disabilities, LGBTQIA persons, and veterans are encouraged to apply.