



**POSITION:**                **Manager of Speaker Programs**

**REPORTS TO:**            CEO

**OVERVIEW:**            Responsible for planning and executing CCWA's speaker programs, and helping grow CCWA's outreach and audience base

**Salary range:**        \$42,000 - \$46,000 depending on qualifications and experience

### **Essential Responsibilities**

1. Plan and execute CCWA's speaker programs. CCWA presents 14-16 programs annually across two different speaker series. Plan topics and liaise with speakers (30%) and handle event logistics (40%)
2. Manage CCWA's social media platforms and support outreach efforts (10%).
3. Oversee the monthly production of the "International Top 5" newsletter (5%).
4. Execute special events and/or other programming for targeted audiences (10%).
5. Carry out other program assignments, as reasonably requested (5%).

### **Key Duties and Expectations**

The Manager of Speaker Programs will successfully:

1. Develop, plan and execute CCWA's 14-16 speaker programs on an annual basis.
2. Develop, plan and execute lectures, conferences, audio/webcasts, discussion groups, as well as special events.
3. Work closely with the Ambassador-in-Residence, the CEO, and the chairs of the Cleveland Committee on Foreign Relations to plan and execute programming.
4. Generate program objectives, timelines and budgets, and work collaboratively to ensure that goals are reached and that speaker programs have a positive impact.
5. Research and vet prospective speakers, secure speaker commitments, and handle communication with speakers in a way that strengthens CCWA's reputation.
6. Handle all program-related scheduling logistics, including venue and catering, travel arrangements, and AV requirements.
7. Handle event registration, including entering and tracking registration data in CCWA's CRM database, and provide staffing for the day-of-event registration.
8. Oversee the work of vendors to ensure successful project execution.
9. Implement data collection and evaluation processes to track performance.
10. Author and craft marketing, promotional, social media, press and website materials, including the design and printing of event materials.

11. Ensure that event webpages and social media posts are updated in a timely manner, and in line with CCWA communication guidelines.
12. Work with Development Director and CEO to develop funding proposals and support the cultivation of donors.
13. Help recruit and cultivate members and attendance at CCWA events, ensure a positive experience for participants, and handle communication with members and guests in a way that strengthens CCWA's reputation.
14. Develop and manage community partnerships.
15. Maintain data on speaker program area and contribute to reports.
16. Work as a team player to ensure the execution of CCWA programs.

### **Job Relationships**

The Manager of Speaker Programs will work independently and under the direction of the CEO. The Manager will collaborate with CCWA colleagues and board committees as an effective and proactive team player to ensure positive working relationships and strong communication across the organization.

This position requires frequent interaction with CCWA members, volunteers, community partners, the general public, and the CCWA Board of Directors.

### **Qualification and Requirements**

The ideal candidate will:

- Possess a bachelor's degree in International Relations, Political Science or other relevant field (required). Master's degree preferred.
- Exhibit a strong interest in international affairs and knowledge of key international dynamics and players (required).
- Have a minimum of two years of professional programming or event experience.
- International experience, foreign language skills and attentiveness to diversity, equity and inclusion, including cultural diversity, all strongly preferred.
- Demonstrate the judgment to research and select speakers/participants.
- Possess excellent verbal and written communication skills.
- Enjoy interfacing with a wide variety of individuals with tact, diplomacy, decorum and sophistication, and be comfortable delivering speeches at events.
- Demonstrate strong project management skills, with an ability to lead multiple projects and to plan, prioritize, and make decisions autonomously.
- Pay special attention to event logistics details, including setting up conference rooms and displays, meal planning, and post-event cleanup (required).
- Possess experience with website posting, social media and internet research.
- Possess knowledge of and experience with MS Office, including Publisher (required). Familiarity with WordPress is an asset. Experience with Raiser's Edge or another CRM software preferred.
- Be willing to attend evening and occasionally early morning events (required).
- Have daily access to a car; possess a safe driving record and automobile insurance. Must be able to lift 25 lbs. and transport banners and materials to events (required).