



Job Description

TITLE: Managing Director, Global Events
PROGRAM AREA(S): Global Events
REPORTS TO: Founder & Principal

Out Leadership is the global LGBT+ business network CEOs and multinational companies trust to generate Return on Equality®.

We create global executive events and insights that help leaders realize the economic growth and talent dividend derived from inclusive business, and convene groundbreaking talent accelerators: *OutNEXT*, the first global leadership development program for the next generation of LGBT+ talent; *Quorum*, which seeks to advance LGBT+ diversity in corporate governance; and *OutWOMEN*, which convenes and celebrates LGBT+ women in business.

Out Leadership is a certified B Corp. For more information, please visit www.outleadership.com

DESCRIPTION

We seek a seasoned, creative events professional to oversee the content and production of Out Leadership's 40+ annual global events. Our small but mighty team produces invitation-only events for our 60+ member companies representing banking, law, insurance, tech, and other industries. We convene annual Summits in New York, London, Hong Kong, and Sydney, and also produce events in a range of U.S. cities including Atlanta, Miami, Chicago, and San Francisco. Our events range from intimate CEO dinners to multi-day gatherings engaging 500+ senior business leaders.

The *Managing Director, Global Events* will work closely with the *Manager, Events and Global Initiatives*, the *Manager, Talent Accelerators* and *Director, Global Initiatives* to bring our content and thought leadership to life across all of our offerings. The MD will ensure our events deliverables meet and exceed the expectations of our member companies, liaising closely with host and sponsor companies to achieve their stated goals. The MD will lead our content development and speaker engagement processes to ensure that Out Leadership is at the forefront of the global conversation about LGBT+ inclusion as a business driver, with an eye to meaningfully building our visibility, increasing audience engagement, and building our pipeline of members and sponsors.

RESPONSIBILITIES

- Create and drive Out Leadership's events strategy, integrating our diverse offerings and ensuring the on-time delivery of cutting edge, impeccably branded events
- Work closely with the Global Initiatives, Events, and Talent Accelerator teams to ensure timely production calendars and project management
- Build, maintain and nurture relationships with C-Suite leaders at the world's largest companies, interacting with our esteemed speakers with discretion and grace
- Develop and manage relationships with member, host and sponsor companies to achieve content and production goals

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- Maintain and grow our global speaker sourcing network, including business leaders, cultural icons, political leaders, LGBT+ advocates, and experts
- Execute, innovate on and streamline our event production processes
- Write engaging brand-aligned copy to promote our events across channels
- Collaborate with the Communications team for bilateral promotion of our content – both showcasing our event content across platforms and also integrating original research and thought leadership produced by the Communications team
- Collaborate closely with our Membership and Sales team to identify, close and deliver on hosting and sponsorship opportunities
- Stay up-to-date on the latest content trends in the markets where we operate, building and/or maintaining expertise in the global conversation on LGBT+ inclusion and the business drivers of corporate diversity and inclusion efforts

COLLABORATION

The *Managing Director of Global Events* reports to the Founder & Principal and works closely with the rest of the Out Leadership team, particularly the:

- Global Initiatives and Events team to drive content, strategy, and production for our events around the world
- Talent Accelerators team, ensuring that OutNEXT, OutWOMEN and Quorum events are well integrated in company-wide events strategy
- Communications team, ensuring accurate and engaging promotional content and communications around our Global Summits and other events
- Membership/Sales team, ensuring that our content and event production is tightly integrated into member and prospect engagement strategies

As a small, fast-paced, entrepreneurial company, Out Leadership thrives when its staff functions as a cohesive, collaborative team, working together to ensure the success of the company and its goals. To this end, every staff member is called upon to contribute to Out Leadership's success, which may mean fulfilling a role or duty not specifically listed in the employee's job description. This includes helping to maintain a tidy and professional shared workspace, staffing summits and events, identifying and supporting revenue-generating opportunities, and creatively contributing to strategic brainstorming sessions.

REQUIRED SKILLS

The ideal candidate will:

- Be a highly experienced and enthusiastic event producer – you're excited to lock down dates a year in advance and revel in the success of scoring your keynote speaker
- Will love project management and deadlines, be ruthless in following up, while also thriving in a fluid environment
- Think creatively at the intersection of LGBT+ inclusion and business, leveraging Out Leadership's current resources and network to create content that helps us deliver on our mission and enhance our position in the marketplace

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- Be keen to measure effectiveness and engagement, open to a strong feedback culture, and constantly be seeking to improve our deliverables
- Maintain and grow relationships with past and future speakers, sponsors, and member companies
- Effectively manage relationships with colleagues, consultants and vendors

At Out Leadership, we seek to hire people who are:

- Self-motivated, team-focused, and passionate about advancing LGBT+ equality
- Robust analytical and problem-solvers who proactively scale projects and cultivate new opportunities
- Adept at effectively translating ideas into actionable recommendations
- Organized and effective at multi-tasking; capable of prioritizing many projects at once to nail every deadline

QUALIFICATIONS

The ideal candidate will possess:

- A bachelor's degree (or greater)
- 10+ years of corporate events production, preferably working with senior business executives and their staffs
- Experience with Google Analytics, Salesforce, Asana, and Qualtrics are preferred
- A shared commitment to Out Leadership's mission and values
- Demonstrated sensitivity and respect for the cultural values, practices, beliefs, and social experiences of diverse communities
- A background (or proven interest) in the for-profit sector
- Specific experience in business process, the talent life-cycle, and diversity and inclusion preferred

LOCATION

This position will be based in Out Leadership's global headquarters in New York City.

COMPENSATION

Out Leadership offers competitive compensation commensurate with experience, including a competitive benefits package with paid time off, 401(K) with a 4% employer match, and a 90% covered health plan.

NEXT STEPS

Interested applicants should send any questions or a cover letter and resume to Wes Werbeck, COO, at jobs@outleadership.com.

EQUAL OPPORTUNITY EMPLOYER

[OUT] LEADERSHIP

Out Leadership is an equal opportunity employer and is firmly committed to complying with all federal, state and local equal employment opportunity ("EEO") laws. Out Leadership strictly prohibits discrimination against any employee or applicant for employment because of the individual's race, creed, color, sex, religion, national origin, age, sexual orientation, height and weight, disability, gender identity or expression, marital status, partnership status, genetic predisposition or carrier status, military status, arrest record and any other characteristic protected by law.

Out Leadership is especially interested in applicants that reflect the full diversity of the community we serve. Immigrants, people of color, transgender and gender nonconforming people, intersex people, and people of different abilities are strongly encouraged to apply.