



Position Opening – Event Manager

The California Foundation on the Environment and the Economy (CFEE) is replacing its longtime Event Manager of more than two decades. The first program the new Event Manager will coordinate is the Foundation's November 2022 International Study Tour to Japan.

The Event Manager is responsible for managing all logistics that go into planning and hosting CFEE's International Study Tours, Domestic Policy Conferences, and various workshops and events. This position reports directly to the President & CEO and works in close collaboration with the Senior Director of Research and Operations.

Start Date: The anticipated start date is September 1, 2022.

CFEE Background

Founded in 1979, CFEE is a 501c3 nonprofit that brings together leadership from the labor, environmental, local government, and business communities with California's elected and appointed officials. The Foundation conducts International Study Tours and Domestic Policy Conferences to educate California leaders on the fundamental environmental and economic challenges confronting the state in search of balanced and collaborative solutions. We make California a better place to live and be successful.

International Study Tours

CFEE conducts two International Study Tours every year – one in the spring and one in the fall. The Event Manager travels with the Delegation to execute the program. Each tour is 7-12 days in length and consists of a 20-40 member delegation. A separate, additional research tour is typically conducted during the summer in the United States and Canada. The Event Manager supports this program remotely. It is 5-6 days in length.

Duties include:

- Responsible for all logistical aspects of the International Study Tours, including bookings of airline, ground transport, hotel, dining, and cultural activities
- Coordinate with President and Senior Director of Research and Operations on locations, timing, and topics
- Follow up on invites (approximately 70 - 95 invites per Study Tour) to Legislative Members, the Governor's Office, Board Members, and additional invitees
- Coordinate with Study Tour attendees and their staff on all aspects of their travel

including but not limited to - flight arrangements, logistical questions, visas, immunizations, packing, passport questions, extension of trip, inclusion of spouses etc. (approx. 20 - 40 travelers)

- Work with foreign governments, foreign industry executives, Embassies (United States & abroad), and CFEE Board Members to coordinate meetings and event logistics
- Correspond with host country and companies on their requirements/requests for meeting(s) to take place
- Coordinate airline, ground transport, hotel, and dining logistics as needed for President & CEO pre-scouting visit in advance of Study Tour
- Coordinate with Senior Director of Research and Operations to ensure administrative support for event execution
- Coordinate with travel agency representative on airline flights, ground transportation, hotel accommodations, restaurants, tours etc.
- Travel and implement study tour and be available 24/7 to delegates immediately preceding and during trip
- Follow up and balance all receipts /charges/Fair Political Practices Commission (FPPC) reportables

Domestic Policy Conferences

CFEE conducts four Policy Conferences each year, historically held in California or Nevada (Lake Tahoe). Each conference is two days in length attended by 50-90 participants. The Event Manager coordinates the logistics of the conferences and participant attendance. The Event Manager is on-site during the conference to ensure a smooth execution of the event.

Duties include:

- Submit RFP to hotels, event venues, wineries, caterers, transportation companies
- Scout and negotiate rates for hotel locations, event venues, and transportation companies for conferences
- Coordinate and attend steering committee meetings; coordinate and send invitations to legislature, Board members, sponsors and industry folks. Note and work with steering committee and President & CEO in setting conference dates
- Coordinate with Senior Director of Research and Operations to ensure administrative support for event execution
- Track, follow through, to confirm and deliver conference invitees (90 - 160 invites)

- Work with participants and staff to arrange travel, communicate logistics, conference agenda and invitees
- Communicate fees and sponsorships to be invoiced along with FPPC amounts
- Follow up and balance all receipts /charges/Fair Political Practices Commission (FPPC) reportables

Additional Events

The Foundation regularly convenes additional in-state workshops, multi-party meetings, and breakfast, lunch, and dinner events that support the Foundation's mission of bringing together state leaders. The Event Manager is responsible for coordinating and executing these events as directed by the President & CEO.

Preferred Experiences, Qualifications, and Skills

- 10 years experience planning events
- Experience with California state government
- Experience and/or knowledge of Fair Political Practices Commission (FPPC) reporting
- Experience working with non-profits
- Exceptional attention to detail and accuracy
- Three relevant personal/professional references

Location

Sacramento or San Francisco, California – In-office

Start Date

September 1, 2022

Position Status

Full-time available/part-time possible

Compensation

Full medical, dental, vision, retirement and salary negotiable on time commitment

Website

www.cfee.net

HOW TO APPLY

Please email your cover letter and resume to Wyatt Lundy at wyatt@cfee.net no later than Friday, August 5, 2022. Please include personal/professional references.