



Events and Special Projects Manager

“We never believed it was acceptable for Tennessee to be ranked in the bottom five to 10 states in the country in education. And we don’t believe today that we should be below the national average. But what we have seen is that change is possible. Our students can grow. It’s happening in Tennessee, and it can happen all across our nation.”

--Governor Bill Haslam, November 9, 2013

INTRODUCTION

In recent years, Tennessee has made significant progress in advancing a bold education reform plan and is a leader in the nation in efforts to dramatically improve student achievement. Since 2011, according to the National Assessment of Educational Progress (NAEP)—also known as the Nation’s Report Card—Tennessee has been among the states making the most progress in improving student achievement. While Tennessee has made significant gains, our students do not yet rank in the top half of the nation. Since 2009, the State Collaborative on Reforming Education (SCORE) has played a critical role in advancing student achievement and works to drive collaboration across the state on policy and practice to ensure all students graduate high school prepared for postsecondary education and the workforce.

SCORE is an independent, nonprofit, and nonpartisan organization founded by former U.S. Senate Majority Leader Bill Frist and is dedicated to the goal that every student in Tennessee graduates from high school prepared for postsecondary education and the work force. SCORE supports student success in public schools across Tennessee by insisting on high expectations for what students can achieve, empowering people to lead the change for our students, and fostering a culture of innovation.

SCORE is based at Vanderbilt University’s John Seigenthaler Center. For more information on SCORE, please visit www.tnscore.org.

OVERVIEW OF THE POSITION

The Events and Special Projects Manager will play a critical role in advancing the organization’s work across all of SCORE’s priority areas. This individual will be responsible for coordinating major projects and managing all events and convenings for the organization, managing SCORE’s undergraduate intern program, communicating with key partners, and supporting other special projects for the organization. This role requires a great deal of flexibility, outstanding attention to detail, and a positive team orientation.

The Events and Special Projects Manager will report to SCORE’s Vice President of Finance and Operations and will work closely with the organization’s Vice President of Programs.

KEY RESPONSIBILITIES

The key responsibilities of the Events and Special Projects Manager are to support and guide all team members as they lead events, as well as support on special projects and initiatives. Specifically, the Events and Special Projects Manager will be responsible for the planning and execution of the organization’s events and convenings statewide. SCORE is seeking an individual who has experience managing event logistics and can excel in a fast-paced environment. Specific examples of the work that the Manager will be responsible for includes but are not limited to:

- Plan and manage all logistics for SCORE events, meetings, and convenings
 - Develop, implement, and monitor project plans for the all logistics of each event
 - Identify and foster relationships with venues and vendors (e.g. AV, production, catering, parking, printing, artist management)
 - Create and submit request for proposals (RFP's) and secure and negotiate contract terms with venues and vendors
 - Provide on-site speaker support
 - Compile needed resources and materials for events
 - Manage interns, volunteers, and other team members to support leading up to and during events
 - Communicate with event attendees to ensure they have a positive experience at all SCORE events
 - Manage a budget for each event
- Manage SCORE's internship program, including recruiting, interviewing, selecting, hiring, and managing all undergraduate interns
- Manage SCORE partner events in John Seigenthaler Center including booking, planning, event set up, and day of event support
- Draft invitations, pre- and post-event communications, and other resources as needed
- Manage or support special projects across the organization's work

CANDIDATE REQUIREMENTS

- A bachelor's degree is the minimum education level required
- Event planning or other related experience required
- Certified Meeting Professional preferred
- Candidates must have a passion for SCORE's mission and a drive to dramatically improve student achievement in Tennessee. Knowledge of the education landscape is preferred.
- Candidates must have proven experience managing multiple tasks simultaneously in a fast-paced, rapid-growth, high-intensity, and intellectually-demanding environment
- Extraordinarily high attention to detail is one of the most important qualities candidates can possess
- Candidates must have demonstrated success in project management
- Candidates must demonstrate the ability to think in innovative ways and the ability to communicate with a variety of audiences
- Excellent written and verbal communication skills are a requirement
- Candidates must be able to problem solve in the moment and pro-actively consult with other team members as appropriate
- A strong command of technology skills is required, and candidates must be highly proficient with Microsoft PowerPoint, Word, and Excel

COMPENSATION

Compensation will be competitive based on the candidate's previous experience and credentials.

TO APPLY

To apply, please send a resume and cover letter to Vice President of Finance and Operations Molly Sears at molly@tnscore.org. Application materials should be **submitted by Friday, March 15, 2019**. If you have any questions about the position, please contact Molly at the above email address or by phone at 615-727-1545.