



Event Manager
Forge Leadership Network
Remote Office, East of the Mississippi

About Forge:

Forge mentors, trains, and connects the next generation of faithful conservative leaders in the public square. Forge Leadership Network recruits conservative students and young professionals, ages 18-25, wanting to lead in politics, culture, and business. Through our Leadership Summit and Mentorship Academy, Forge equips young conservatives to think about their vocation critically, examine public policy and ethics from a Judeo-Christian worldview, gain practical skills for cultural engagement, and establish connections to launch their careers. Just as Major League Baseball cultivates talent through its minor leagues, Forge is the state-based farm system for the conservative movement.

About the Event Manager:

Forge is seeking an Event Manager to join our growing organization. This position is ideal for a Christian Conservative with experience in running events up to 100 attendees, most of them in the 18- 25-year-old demographic.

The Event Manager will report to the COO and work directly with our team on preparation, planning, and on-site execution for multiple events. Most of these events run from late spring through the summer. Ideal candidates will have experience negotiating with hotels on space, food and beverage, and audio-visual requirements.

The Event Manager's role advances Forge's mission and strategic objectives by planning events that communicate our key priorities and training and build stronger relationships with our constituents. This position will require management of the event from concept to successful completion.

The Event Manager will work remotely but is ideally based east of the Mississippi.

Primary Responsibilities:

- Develop and drive event strategy and logistics for each assigned event. For each event, work with the VP of Programs to develop key objectives and measurable goals to further advance the organization mission.
- Ensure the highest level of customer service to reflect Forge's brand to both internal and external customers.
- Drive overall event execution timeline, including all event-related activities from logistics (including food/beverage needs, travel, and venue) to marketing timeline and program development.
- Source locations for Forge events and lead hotel negotiations.
- Track event performance and metrics to evaluate event effectiveness.
- Calculate, track, and report event budget. Recommend adjustments as necessary throughout the planning process to ensure event effectiveness and adjustments that may need to be made to achieve event goals.
- Maintain and develop key vendor relationships in coordination with other event team members.
- Ensure brand consistency and high-quality execution of each event.

Qualifications:

- 3-5 years of experience, including lead management experience in event planning.
- Preferred knowledge with content planning.
- Ability to travel 20% of the year, with much of it happening between May and September.
- Ability to work remotely and independently.
- Problem-solving and management in time-sensitive situations.
- An entrepreneurial spirit and strong work ethic.
- Team player with an upbeat personality.
- A strong ability to prioritize and balance multiple projects effectively.
- Extensive logistical expertise.
- Venue and vendor sourcing and management.
- Contract negotiation skills and experience.
- Outstanding written and oral communications skills.
- Understanding of social media in event settings.

All Forge employees must be able to sign a statement of faith.

To Apply:

To apply, please submit your resume and cover letter at forgeleadership.org/careers