



TITLE: Director of Membership and Events

ABOUT THE POSITION:

The Biennial of the Americas seeks an exceptional individual with a proven track record in development, cultivation, and event planning to foster a thriving local economy through networking opportunities, education, and groundbreaking thought leadership events. As a crucial member of our team, this role will be instrumental in planning and executing major events, including the highly anticipated Americas Summit. The Director of Membership and Events will lead the way in propelling the Biennial's mission forward, using member engagement, events, and convenings to amplify our organization's impact and ideas. This Director will be responsible for developing and executing event strategies, expanding the Biennial's membership base, and providing exemplary stewardship to our current members. By joining our passionate, international team, you will have the opportunity to help us forge connections, build a thriving community, and inspire positive change across the Americas.

The Director of Membership and Events is an unparalleled opportunity for a strategic, collaborative, and visionary leader who knows how to foster the growth and management of a diverse stakeholder network while driving engagement through transformative events. The ideal candidate will have a strong entrepreneurial spirit and thrive in an adaptive and collaborative work environment alongside our small but highly effective team.

ORGANIZATION OVERVIEW:

Launched in 2010 by civic leaders in Denver, Colorado, the Biennial of the Americas was formed as a nonprofit 501(c)(3) around the transformational idea that the north-south axis is a valuable source of ideas, art, and culture. The organization's programs, events, and initiatives are based on four strategic pillars:

- Amplify and Embrace Diverse Cultures
- Build City-to-City Connections
- Feature and Promote Rising Leaders
- Create Educational and Cultural Opportunities

The Biennial of the Americas envisions Denver as a global city that fosters collaboration and partnership across borders and Colorado as a state that is deeply connected to the Americas.

RESPONSIBILITIES:

Member & Community Development:

- Lead the development and implementation of Biennial Individual and corporate membership programs, educate and engage the community around the Biennial of the Americas' mission.
- Develop and manage campaigns to increase awareness of the Biennial's programs, events, and initiatives, and increase membership and participation from a broad business audience.
- Design and develop membership and sponsorship packets and materials, and lead outreach to engage members on specific program-related opportunities.
- Provide leadership in research, qualification, and cultivation of prospective members, developing and implementing a moves management plan to build relationships and secure corporate and individual members.
- Develop a corporate membership program that ensures benefits and activities to:
 - Strengthen and expand existing relationships and build new ones with communities, businesses and trade organizations across the Western Hemisphere.
 - Providing access to facilitated exchanges, summits, and networking opportunities to support ESG initiatives that align with the member's commitment to sustainable development goals, including environmental conservation, social justice, and ethical governance practices, while gaining recognition for their responsible business practices.
 - Advance diversity, equity, and inclusion initiatives and promote cultural understanding and community building across borders through participation in events, activities, and partnerships.

Membership Management:

- Build and maintain relationships with current and potential Biennial members through regular communication and events.
- Identify and convert potential new Biennial members, nurturing leads through cultivation, solicitation, and stewardship techniques.
- Facilitate the Biennial team and partners to develop and implement an integrated development program, focusing on unleashing the giving potential of funders, stakeholders, and the business community.
- Manage membership and fund development tracking and calendars, including processing membership/sponsorship agreements, and acknowledging funding awards, payments, reporting, and records.
- Support the Executive Director's donor relations efforts by managing correspondence and updating prospect and stewardship plans within the CRM database.
- Regularly review and analyze membership programs and events, identifying areas of opportunity and growth

Event Coordination:

- Plan, curate, promote and execute all Biennial member events to ensure that revenue goals are met/exceeded, and expenses are kept at or below budget
- Manage event logistics, including vendors, venues, food & beverage, and guest registration

- Support the program team with the curation of panels, event entertainment, cultural activities, venue tours, performers, and guest speakers
- Identify, prospect, solicit, and secure potential members, partners, and sponsors
- Support the creation of print & digital marketing and event materials, including promotional flyers, pitch decks, email blasts, social media posts, press releases, and event signage.

KEY QUALIFICATIONS:

- Skilled in member management and growth, nonprofit fundraising, relationship building, and event coordination with a proven track record of surpassing revenue and membership targets.
- Passionate about travel, international development, cultural exchange and diplomacy, art & culture, and committed to promoting diversity, equity, and inclusion.
- A self-disciplined starter who can work independently and as part of a team, highly relational, and capable of engaging with a diverse range of stakeholders.
- Strong project management skills with an entrepreneurial mindset that guides strategy and execution, and the ability to manage multi-phase projects from inception to completion while building team consensus.
- Well-organized and goal-oriented, with excellent time and project management skills, and able to orchestrate multiple tasks simultaneously to meet deadlines effectively and efficiently.
- Capable of forecasting and managing program/event budgets to align financial goals across the organization and plan for the future.
- Resourceful and outcome-driven team player who provides exceptional customer/client service and response, and an innovative and creative problem solver who takes the initiative to overcome challenges.
- Willing to work extended hours for Biennial events and international travel, and able to adapt and be flexible in this fast-paced environment.
- Bilingual in English and Spanish is a plus and experience working with a Board of Directors and/or Board Fundraising Committee is preferred.
- Passionate about understanding what motivates individuals to support an organization and committed to customizing outreach to meet those needs, and excited by creating positive experiences for people while considering relationship management and stewardship a top priority.
- Proficient in CRM database management (Salesforce preferred), Google Suite, Canva, Mail Chimp, Social Media, and customer management platforms with a strong preference for donor-centric communication.

SALARY & BENEFITS:

- Salary: \$70,000 - \$80,000 per year, depending on qualifications and experience.
- We provide a comprehensive benefits package, including medical, dental, and vision insurance, as well as a 401(k) and retirement plan. In addition, we offer unlimited paid time off and require team members to take at least two weeks off each year. Please note that our office is closed between December 24 - January 2 annually.

- Our downtown Denver office location features complimentary meals and snacks, as well as a monthly parking stipend.
- This is a Colorado-based position with hybrid and flexible work arrangements, including remote and office-based work, with opportunities for international travel and other perks.

HOW TO APPLY

Candidates are required to submit a resume and cover letter expressing why they would make a great candidate for this role to florajane@biennialoftheamericas.org. This position will remain open until filled; the ideal candidate will be invited to start immediately.

The Biennial of the Americas is an equal-opportunity employer committed to building and maintaining an equitable, inclusive, and culturally diverse workplace. All applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.