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Position: Events Coordinator

Term: Full time

Location: Toronto, Canada, or Washington DC

Reporting to: Director, Membership and Events

The Institutional Limited Partners Association (ILPA)

The Institutional Limited Partners Association is the world's only global organization dedicated to advancing the interests of private equity Limited Partners, representing ~400 organizations and over 50% of institutional assets under management in PE. Member organizations span all categories of small and large institutions including public pensions, corporate pensions, endowments, foundations, family offices and insurance companies. The ILPA represents the global investor base of institutional investors in private equity with members in North America, South America, Europe, Asia, Oceania, Africa and the Middle East. The ILPA helps members magnify their impact on their returns and their industry through a relentless focus on relevant and innovative content that evolves continuously to meet the needs of the ILPA's fast-growing global membership. This content is rooted in four pillars of central importance to every institutional investor – community, voice, education and resources.

The Role

The ILPA is seeking a full time coordinator to work with the ILPA's Membership and Events team in developing and delivering its strategy. As a key forum for engaging current and prospective members, events represent the foundation on which much of the ILPA's platform is built; they are a primary conduit by which the ILPA delivers on its value proposition including industry and educational content, as well as unparalleled opportunities for community-building among the global investor community. Key events on the ILPA calendar include the annual Members' Conference and select other large-scale events, as well as dozens of smaller events in global financial centers. The events coordinator will support the Membership and Events leadership in designing and delivering these events, including coordinating logistics and liaising with member hosts and attendees, as appropriate.

The role may be based in either Toronto or Washington DC and may include occasional travel for key events (primarily around North America and Europe). Some flexibility in working hours may be required leading up to and during events, as some events take place outside east-coast working hours.

Responsibilities

Core responsibilities will include coordinating the details and logistics of the ILPA's events, in partnership with the ILPA's Membership and Events leadership. Comfort in communicating with senior stakeholders will be essential as many of the ILPA's members and partners are closely involved in the design and execution of these events; it will be essential that the coordinator is able to understand and communicate effectively the ILPA mission, vision, and value proposition by leveraging insights gleaned over time.

Responsibilities will include:

- Coordinating investor registration for the annual ILPA Summit, including building relationships with members and ensuring their experience is smooth and seamless
- Coordinating and executing select Global Events, including: identifying and coordinating with member co-hosts; managing event logistics, including location selection and coordinating with external service providers; working with content subject matter experts to develop and deliver content; managing marketing, invitations and registration; and, onsite event management (including preparation of event collateral and venue set up), where applicable
- Logistical support for other ILPA events as appropriate, likely to include the annual Members' Conference and Industry Roundtables
- Analyzing event attendance over time to identify issues and opportunities
- Managing relationships with third parties and other industry associations for event partnerships
- Working with ILPA Sponsorship team to match sponsors to Global Events, where applicable
- Building an understanding of industry terms and issues to identify potential to participate in defining event themes and topics over time
- Developing competency with the CRM system; this includes ensuring contacts are up to date, providing support and guidance to the team on 'high priority' event attendees, making recommendations for in-person meetings alongside events, identifying 'at risk' members and supporting other ILPA functions with developing invitation lists

Skills / Experience

The qualified candidate will have 2-3 years of experience or equivalent with event management, marketing, and / or project management. The successful candidate will demonstrate an interest in advancing the mission and goals of the ILPA, to the benefit of its members. Previous experience with associations and / or the financial sector is preferred, but not required. Other qualifications include:

- Demonstrated project management skills and attention to detail
- Ability to work in a team environment
- Excellent interpersonal and communication skills, in particular with senior-level executive stakeholders; ability to be an ambassador for the ILPA brand
- Customer-centric and experienced in managing difficult customer / member situations
- Proven ability to work within strict deadlines and in a fast-paced environment
- Exceptional problem-solving and troubleshooting skills; demonstrates sound judgment
- Strong skills in Microsoft Office
- Experience with Salesforce and / or CVENT considered an asset

How to Apply

To apply, please email your CV and a covering letter to kbarber@ilpa.org, attention to Katie Barber, Director of Membership and Events.