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Position: Manager, Events

Term: Full time

Location: Toronto, ON (Canada) or Washington, DC

Reporting to: Director, Events

The Institutional Limited Partners Association (ILPA)

The Institutional Limited Partners Association (ILPA) engages, empowers and connects private equity limited partners to maximize their performance on an individual, institutional and collective basis. Representing more than 400 member institutions and over US\$1 trillion of private equity assets under management, member organizations span all categories of small and large institutions including public pensions, corporate pensions, endowments, foundations, family offices and insurance companies. 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. ILPA is the only global organization dedicated exclusively to advancing the interests of LPs and their beneficiaries through best-in-class events, research, advocacy and education.

The Role

ILPA is seeking a full time manager to work with the Events team in delivering its event strategy to benefit the world's private equity LPs. As a key member of the Events team, the manager will be responsible for the planning and execution of ILPA's major events, including the flagship ILPA Summit, annual Members' Conference and European Forum. This individual will outline the plan for each event, build out budgets, manage all the logistics attached to each and deliver on the specific metrics set each year. Working with the Director, Events, and utilizing the resources necessary within the team and membership, this individual is expected to drive the agenda design for the events, and may include the building of new future events as the program grows.

The role is based in Toronto, ON or Washington, DC and may include occasional global travel (primarily North America and Europe in 2018) and will require the candidate to be flexible with regard to working hours during multi-day, full-day events.

Responsibilities

The manager will be responsible for the planning and execution of ILPA's major events. This will require an ability to drive the development of complex conferences and events, including agenda planning, site selection and management, evaluating and managing third parties, contract negotiation and the administration of all logistics. This role must be able to effectively communicate within the team and to the membership/other stakeholders.

Duties will include:

- Responsible for the overall development, planning and execution of complex conferences, the ILPA Summit, Members' Conference and European Forum
- Developing and maintaining event budgets, reconciling and projections
- Leading events on-site, developing appropriate staff planning and training

- Setting and developing timelines, communicating requirements to all stakeholders
- Vendor sourcing, evaluation, management and contract negotiation
- Venue management, audio-visual, room layouts and design
- Risk assessment and management (emergency planning)
- Communication within the ILPA team, to external stakeholders, attendees and members
- Developing and executing a strategic marketing plan for each event, communicating with the
- Managing registration, including all logistical requirements, member enquiries and administration
- Working with the MD, Communications to create appropriate branding per the organization standards
- Creating all marketing pieces (brochures, emails) and website content to market the events
- Managing site selection, RFP creation and management, site inspections
- Critically review events regularly to ensure they provide value-add to ILPA membership and plan/suggest/implement changes to improve in future
- Work with ILPA Sponsorship team to identify opportunities for sponsorship, manage relationships and expectations of sponsors leading up to/at/post events
- Track conversations and relationships appropriately through Salesforce

Relevant Skills / Experience

As ILPA is, first and foremost, a member-driven association, a "customer-centric" attitude is paramount. The ideal candidate will have 3-5 years of experience or equivalent with event, management or execution. S/he will demonstrate an interest in advancing the mission and goals of ILPA, to the benefit of its members. Other qualifications include:

- Excellent organizational skills, with the ability to manage multiple priorities
- Demonstrated project management skills, and attention to detail
- Problem solving and management through stressful situations
- Registration and communications best practices, experience with event registration platforms, including Cvent, considered an asset
- Ability to work in a team environment; association experience considered an asset
- Excellent interpersonal and both verbal & written communication skills, in particular with senior-level executive stakeholders; ability to be an ambassador for ILPA and its members
- Experienced in managing difficult situations and conversations with vendors / members
- Proven ability to work within strict deadlines and in a fast-paced environment
- Competent in Microsoft Office; experience with Salesforce considered an asset
- Previous experience with financial services, private equity and / or limited partnerships considered a strong asset

How to Apply

To apply, please email your CV and a covering letter to Pamela Jenkins, Director, Events at pjenkins@ilpa.org.