



Open Position: Convenings Manager

Location: Indianapolis, Indiana or Washington, D.C. (in-person and work from home)

Salary – see end of document

[Lumina Foundation](#) is an independent, private foundation with offices in Indianapolis and Washington, D.C. that is committed to making opportunities for learning beyond high school available to all. We envision a system that is easy to navigate, delivers fair results and meets the nation’s need for talent through a broad range of postsecondary education credentials. Our goal is to prepare people for informed citizenship and for success in a global economy.

Purpose

Human Network Design (HND) is the foundation’s strategic area responsible for building and expanding Lumina’s influencer engagement capacity through strong networks and convenings. The Convenings Manager will be integral to the HND team and our audience network engagement strategy. Working with the Strategy Director for Partnerships and the Video and Online Events Producer, the Convenings Manager will oversee the management, planning, and execution of all virtual, hybrid, and in-person convenings, advancing the Foundation’s strategic initiatives. This work will include managing relationships with venues and vendors, creating accessible registration processes, collaborating with partners across the foundation on best practices to deliver the content and engage participants, managing convenings logistics.

The ideal candidate will have at least five years’ experience producing small and large in-person and virtual events with the ability to operationalize the vision of an event into a set of goals collaboratively with strategic areas across the foundation. They will also understand how to set an atmosphere that is a catalyst for collaboration and change – even among a diverse set of participants and stakeholders. Applicants should be skilled at producing both in-person and virtual experiences, be proficient in established and new virtual meeting tools and venues and have a proven track record of creating high-quality events using online registration platforms. They will have excellent project, vents, and fiscal management skills, with an emphasis on aligning events logistics with clear results-focused execution.

This is a full-time role that requires permanent residence in Indianapolis or Washington, DC, with some regional and national travel. Lumina Foundation is partnered with [Monday Morning Consultants](#) on this search. Please see the end of this document for directions on how to apply or share nominations.

RESPONSIBILITIES OF THE NEW CONVENINGS MANAGER

Convening Planning & Logistics

- Working with the Strategy Director for Partnerships and Video and Online Convening Producer, set Lumina's convening schedule in support of Human Network Design's strategy.
- Possess technical understanding and demonstrated knowledge of virtual meeting platforms.
- Conduct property research for meeting sites both locally and nationally to determine suitability, including investigating through multiple sources such as industry periodicals, the internet, associations, national sales offices, and individual properties and vendors. Properties and vendors include hotels, destination companies, transportation companies, and other related vendors.
- Develop and present a proposal of acceptable properties to the Strategy Director for Partnerships
- Plan and execute activities, as related to managing virtual, hybrid, and in-person meetings including pre-planning and working with the Video and Online Events Producer before, during, and after day-of-event technology administration.
- Manage external contracts with event vendors.
- Participate and contribute to event pre- and post-event planning, sharing best practices with relevant Lumina staff serving as content leads.

Convenings Management

- Maintain records of events in detail including all costs associated with each meeting.
- Work closely with the Video and Online Event Producer on all audio/visual needs,
- Establish and monitor timelines and deadlines to accomplish the completion of work and projects.
- Conduct site inspections as needed and interview prospective vendors.
- Demonstrate a history of developing and managing project budgets.
- Negotiate with hotel/event property management to obtain the best services for the best cost.
- Work closely with the foundation's general counsel to advance and coordinate the final approval of contracts.
- Pre-plan with the hotel and/or vendors regarding logistics for convening space and services, sleeping rooms, menu selection, and activities.

- Create and manage meeting invitations, registration processes, and subsequent changes to meet guests' and staff expectations.
- Prepare day-of-meeting materials including, but not limited to, meeting packets, name tags, and hand-outs.
- Proofread all materials prior to printing and/or distribution.
- Support the set-up of in-house space in advance of meetings as determined in pre-planning.
- Assist, as necessary, with on-site day of activities to ensure a successful environment for the convening, meeting, or event.
- Provide direction and feedback to the Video and Online Event Producer regarding support of key convenings, meetings, and event functions.

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- Ensure all meetings meet and exceed accessibility requirements for disabled presenters and participants.

Budgetary Accountability

- Report and forecast expenses with accurate record-keeping for various convenings.
- Monitor project costs and advise the Strategy Director for Partnerships of potential budget variances.
- Close out each convening with a final accounting of expenses that are kept for historic record keeping.
- Work closely with the foundation's finance team on convenings participants' reimbursements.

QUALIFICATIONS

Skills & Expertise

- Associates degree required, bachelors degree preferred.
- At least five (5) years of progressive, demonstrated experience in planning and managing in-person and virtual convenings
- Ability to work both independently and in a team-oriented, collaborative environment.
- Proven competency in software applications, including MS Word, Excel, Outlook, Zoom and other technology as used for virtual convenings; knowledge and expertise in using convening registration platforms required.
- Ability to effectively prioritize and execute tasks conforming to shifting priorities, demands and fast-paced timelines.
- Experience applying analytical and problem-solving skills.
- Ability to multi-task on various aspects of several events.
- Strong written, public and interpersonal communication skills.
- Experience at conducting research into project-related issues.
- A high degree of responsibility, initiative, and professionalism.
- Flexibility to travel outside of geographic area, as needed for training and convenings, if needed.
- Ability to maintain confidentiality and handle sensitive information.

Work Environment & Physical Demands

- Work performed in the office environment is mostly sedentary.
- Convenings duties may require work outside the office and may also require standing for long periods of time.
- Travels 15%-20%, including overnight stays.
- Working Schedule: Lumina's offices are open Monday through Friday 8:00 am – 5:00 pm. Until further notice, you will be required to come into the Indianapolis office two days per week which includes "Core" Wednesday and another day of your choosing. We recognize that your schedule may need to change due to other business and personal scheduling conflicts.

Posted February 2023

SALARY & BENEFITS

Indianapolis Salary Range: \$78,000-\$93,000 or DC Salary Range: \$86,000- \$102,000; with a competitive benefits package and reimbursement for relocation expenses.

HOW TO APPLY

[Monday Morning Consultants](#) is leading this search in partnership with Lumina Foundation. The interview process will move very quickly so please send your resume and cover letter/writing sample in WORD format to apply@mondaymorningconsultants.com as soon as possible.

Feel free to reach out to Jamie (jamie@mondaymorningconsultants.com) and Erica Nicole (ericanicole@mondaymorningconsultants.com) with questions or nominations.

Lumina Foundation provides equal employment opportunity for all, regardless of race or ethnicity, gender or gender identity, health conditions, sexual orientation, religion, national origin, age, veteran status, disability, genetic information, or other bases protected by local, state, or federal law. Lumina also prohibits retaliation and harassment of any individual based on these characteristics.