Events Manager

Washington, DC or remote (US-based)

Background

The Tech Coalition unites the global tech industry to protect children from online sexual exploitation and abuse (OCSEA). No single company can tackle this alone - but together, we're building a safer digital world for children.

As a trusted partner of the tech industry, we focus on strengthening collective capacity to combat OCSEA. Our community shares expertise and pools knowledge to strengthen all links in the chain, enabling companies of any size to access the tools, resources, and collaboration needed to drive meaningful impact.

Tech Coalition employee values

The Tech Coalition seeks to create the optimal conditions for each team member to make their best contribution to the mission. At the heart of this are four core values we expect all team members to exemplify. We are:

- Committed to one another and to the work. We dig in and get it done. We own the whole mission.
- Capable of purposeful and thoughtful leadership. We are resourceful, well-prepared, organized, and responsible.
- Creative in our approach to our mission. We are thoughtful, agile, and innovative. We seek out new and better ways forward.
- Kind humans. We are friendly, generous, helpful, and considerate.

The role

The Events Manager will lead the planning and delivery of the Tech Coalition's portfolio of external and internal events, including convenings, conferences, briefings, member events, and staff retreats. Reporting to the Director of Administration, this position will

serve as the organization's central events lead and will work across teams to translate strategic objectives into well-designed, professionally executed experiences. The Events Manager will collaborate closely with event owners in departments, who retain responsibility for event purpose, content, agenda, audience, and desired outcomes, while the Events Manager owns the project-management process, coordination, logistics, and execution.

Responsibilities:

- Serve as the TC's central point of coordination for event planning and execution, providing strong project management and ensuring that event work is organized, timely, and well executed.
- Lead the planning, coordination, and execution of the TC's annual conference, beginning with the inaugural independent conference in 2027, in partnership with the teams responsible for program content, audience, and event objectives.
- Develop and maintain master event plans, including milestones, dependencies, decision points, responsibilities, budgets, and critical deadlines, and ensure that all contributors understand their roles.
- Coordinate with the Leadership Team to maintain a balanced organization-wide events calendar, ensuring appropriate resource availability and distribution of events throughout the year.
- Coordinate internal workstreams across Programs, Member Success, Public Affairs and Communications, Member Development, Administration and Finance, and leadership to ensure clear ownership and timely execution.
- Partner with substantive or project leads, and with the President's Office for relevant events for staff (like team retreats), to define event objectives, audience, program, agenda, and desired outcomes while preserving those teams' ownership of substantive content.
- Translate substantive and content decisions into executable event plans, identifying operational implications, dependencies, staffing needs, and decisions required from internal stakeholders.
- Manage event budgets in partnership with the Director of Administration, monitor commitments and expenditures, and identify potential budget issues early.

- Source, evaluate, scope, and manage event-management firms, venues, production partners, technology providers, caterers, and other vendors, holding them accountable for quality, timelines, and budget.
- Direct the day-to-day work of event administrative and logistics support, including contractors, and coordinate external event-management firms or other specialized support as needed.
- Recommend when event work should be performed internally versus outsourced, and establish a clear division of responsibilities among TC staff, contractors, and vendors.
- Oversee event logistics including venues, registration, production, audiovisual needs, catering, travel, accessibility, signage, materials, attendee experience, and onsite operations.
- Identify risks, surface decisions, resolve gaps in ownership, and escalate issues appropriately, particularly where responsibilities cross organizational teams.
- Establish repeatable processes, standards, tools, and timelines for events across the organization, and maintain visibility across the TC's event calendar to improve coordination, sequencing, and efficiency.
- Develop measures of success and lead post-event evaluation and lessons learned, incorporating feedback into future event strategy and operating practices.

Qualifications

- 5+ years of progressively responsible experience planning and delivering professional events, conferences, convenings, or similarly complex projects.
- Demonstrated experience leading significant events involving multiple internal stakeholders and external vendors.
- Strong project management skills, including the ability to manage numerous interconnected workstreams, deadlines, and dependencies.
- Experience developing and managing event budgets and vendor relationships.
- Ability to operate strategically while maintaining command of operational details.
- Excellent judgment and a demonstrated ability to identify risks, resolve ambiguity, and bring decisions forward at the appropriate time.
- Strong written and verbal communication skills, including the ability to work effectively with senior-level stakeholders.

- Demonstrated ability to lead through influence and create accountability across teams without relying on formal authority.
- Highly organized, proactive, and collaborative; thrives in a small, fast-moving, mission-driven organization.
- Experience managing a large annual conference or similarly complex multi-day event preferred.
- Experience with membership associations, technology companies, nonprofits, or mission-driven organizations preferred.
- Experience with sponsorship-supported or revenue-generating events preferred.
- Familiarity with event registration, conference-management, and attendee-engagement platforms preferred.

Location: Remote (US-based; Washington DC Metro Area preferred)
Travel: Regular travel required for TC events
Compensation: $90,000-$110,000; bonus based on performance; health insurance; 401k plan with match
To Apply: Send cover letter (not AI-generated, please) and resume to recruiting@technologycoalition.org. Applications will be reviewed on a rolling basis.