

FUTUREPROOF

Position: Senior Events Manager

Location: Remote

Type: Full-Time

JOB SUMMARY

Join the award-winning Future Proof team and help redefine B2B events in the finance industry. As a key member of the Operations team, the Senior Events Manager will take ownership of event strategy and logistics, bringing creative vision and meticulous planning to Future Proof's four annual live events. You'll have the opportunity to continuously improve event processes, enhancing engagement and elevating the attendee experience. At Future Proof, we are forward-thinking and bold, creating dynamic experiences for thousands of professionals and investors. This role will be instrumental in ensuring that each event reflects our values and brand.

KEY AREAS OF RESPONSIBILITY:

- Lead the end-to-end planning and execution of Future Proof's two annual Retreats, and play a significant role in Future Proof Citywide and Future Proof Festival.
- Oversee event budgets, ensuring cost efficiency while maintaining high standards of quality. Track expenses and provide regular financial updates.
- Negotiate contracts, oversee vendor performance, and ensure that all suppliers meet event quality and timeline expectations.
- Lead and support event team members, providing guidance and feedback to ensure smooth and successful event execution.
- Simultaneously manage multiple event setup projects while maintaining a high level of quality.
- Collaborate with cross-functional teams on strategy and processes, utilizing project management tools (e.g., Monday.com, Google Workspace).
- Take on additional responsibilities within the scope of the role as needed.

WHAT YOU BRING

- 4+ years of experience in event management, with a proven track record of managing large-scale events.
- Ability to think strategically and creatively to overcome logistical challenges and enhance event experiences.
- Demonstrated experience managing teams and coordinating with multiple stakeholders.

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- Strong organizational and multitasking skills, with proven success in managing complex event timelines and deliverables.
- Experience managing and reconciling budgets.
- Excellent verbal and written communication skills. Ability to interact effectively with clients, vendors, and internal teams.
- Ability to quickly identify and resolve issues in a high-pressure environment.
- A demonstrated ability to take ownership of work and see projects through to completion.

WHAT WE OFFER

- Competitive salary and benefits package, including generous paid time off, health benefits, and a 401k after 6 months.
- Professional growth and development opportunities.
- Fully remote work environment with travel opportunities to Future Proof events and employee gatherings throughout the year.

HOW TO APPLY:

Please submit your resume and a brief cover letter detailing your interest and suitability for the role through our application form, [linked here](#). We're excited to hear how you can contribute to our team at Future Proof!