

CHICAGO



DNC 2024

Job Description: Director of Events, Neighborhood & Small Business Activations

Position Overview:

The 2024 DNC Convention Host Committee (Host Committee) is seeking a highly organized and experienced Director of Events, Neighborhood & Small Business Activations. The Director will play a critical role in planning, managing, and executing Host Committee events in coordination with the DNCC. The ideal candidate thrives in a fast-paced environment and possesses a strong track record of successful event planning and execution.

Responsibilities:

- Develop and implement comprehensive, inclusive, and accessible event strategies aligned with the Host Committee's goals and initiatives in coordination with the Senior Director of Events Management & Production
- Build and maintain strong relationships with local event planning firms, venues, and vendors
- Partner with the Senior Director to create and maintain an inclusive Venue Information Portal for convention attendees and other interested parties
- Liaise with Convention stakeholders and attendees to assist with their event planning
- Assist the Senior Director in site selection and vendor selection for – and execution of – the three official Host Committee Convention events - Media Welcome Party, Delegate Welcome Party, and Volunteer Appreciation Party.

Qualifications:

- Experience in event planning/management, with proven record of successful event execution
- Strong project management skills, with the ability to multitask, prioritize, and meet deadlines in a fast-paced environment
- Excellent organizational skills and meticulous attention to detail
- Strong interpersonal and communication skills, with the ability to work effectively with diverse stakeholders and community members
- Familiarity with venues, relationships with hospitality industry and venues personnel in the 77 neighborhoods of Chicago preferred.

Development Now for Chicago is an equal opportunity employer and committed to building a diverse and inclusive organization. Please contact us for any accommodations needed in the application process.