



World
Affairs
Councils of
America

Open Position: Events Manager (full time)

About the World Affairs Councils of America (WACA)

Based in Washington, DC, the World Affairs Councils of America is a nonpartisan nonprofit membership organization that supports, strengthens, and represents a national network of 90 nonpartisan organizations working to deepen their communities' global perspective.

Learn more at www.worldaffairsCouncils.org.

Role Description

WACA's events manager strategically leads the planning, coordination, and execution of the organization's events and meetings, including large signature events, Council meetings, webinars, and other virtual events. This full-time, primarily in-person position is based in Washington, DC, and reports to the chief executive officer. The events manager plays a critical role in ensuring seamless event logistics, vendor and budget management, collaboration with cross-functional teams, clear communication of responsibilities, and exceptional participant experiences. The role ensures compliance with organizational standards, timelines, and strategic objectives.

The events manager will oversee a dynamic portfolio of events and meetings to support the WACA Council network and help connect diverse audiences with current issues in global affairs. Responsibilities will include planning high-profile speaker events featuring diplomats, policy experts, and thought leaders; managing national-level gatherings like the WACA National Conference and Council Leadership Meetings; organizing logistics for special issue briefings; and supporting event management for educational programs such as Academic WorldQuest.

Job Functions

Event Strategy, Planning, and Coordination (35%)

- Design creative, member-centered events and experiences that enhance engagement and satisfaction
- Lead end-to-end planning, coordination, and execution of WACA's major in-person events, including the National Conference, Leadership Meeting, and the Academic WorldQuest National Competition
- Develop and manage detailed event plans, timelines, workflows, and checklists, ensuring alignment across departments
- Develop and maintain event experience standards that reflect WACA's mission and values

- Maintain the organizational events calendar and coordinate event scheduling and preparation across all departments
- Regularly communicate with content leads for signature programs to ensure a synchronized vision and implementation
- Develop, manage, and monitor event budgets, including forecasting anticipated expenses and revenues to ensure financial sustainability
- Collaborate with colleagues to identify program needs, integrate cross-departmental priorities, and maintain organizational alignment across events
- Track event attendance, participant engagement, and trends to inform ongoing planning

Logistics, Operations, and On-Site Management (35%)

- Lead logistics for all in-person events, including site visits and selection, vendor RFPs, contract negotiation, venue management, catering, AV, room sets, printed materials, book sales, exhibitors, and all production details; ensure all post-production logistics are complete
- Serve as the primary point of contact for staff, vendors, partners, and volunteers throughout the event cycle and during on-site execution
- Manage event registration systems and ticketing platforms, including setup, payment processing, customer service, participant communications, and troubleshooting
- Oversee travel arrangements and speaker logistics as necessary
- Ensure efficient onsite operations, including load-in/out, volunteer coordination, registration desk management, and real-time problem solving
- Maintain comprehensive event documentation, operational records, and post-event archives

Virtual Programming & Network Support (10%)

- Support logistics and execution for webinars, virtual roundtables, and other online programs hosted by WACA and the national network of World Affairs Councils
- Coordinate virtual event technology, rehearsal schedules, run-of-show documents, and speaker onboarding
- Provide responsive technical support to participants and Council partners before and during online programs
- Support logistics and execution of National Delegations
- Assist with Council program coordination and collaborative initiatives as needed

Communications, Marketing, and Stakeholder Engagement (10%)

- Support Marketing & Communications in aligning promotional strategy for all events across digital, email, and print channels
- Support Marketing & Communications in producing consistent, professional visuals and materials for events
- Draft and coordinate event-related communications, including participant updates, instruction guides, FAQs, scripts, and briefing materials
- Support sponsor stewardship, including tracking and fulfilling sponsor benefits tied to events
- Build and maintain strong working relationships with Councils, vendors, partners, and event stakeholders

Evaluation, Reporting, and Continuous Improvement (5%)

- Collect, analyze, and report on event data, including attendance metrics, participant

- feedback, and financial outcomes
- Prepare post-event evaluation reports with recommendations for continuous improvement
- Contribute to building organizational best practices and improving systems year over year

Supervision, Administration, and Professional Development (5%)

- Supervise one or more university interns, including task assignment, training, and performance support
- Provide administrative assistance and coordination for Board and committee meetings as required by the CEO
- Seek out and participate in continuing professional development relevant to events, logistics, or nonprofit/association management
- Contribute to a community of practice for Councils in their own event planning and implementation
- Perform other tasks, special projects, and cross-team work as assigned

Qualifications

Required:

- Bachelor's degree in event management, nonprofit management, international studies, or a related field
- Minimum of 5 years of professional experience managing conferences or large-scale events
- Prior experience in customer service, client relations, or stakeholder engagement, demonstrating a professional, approachable, and supportive demeanor
- Experience collaborating across multiple teams and stakeholders to deliver complex projects or events
- Experience with budget management and financial forecasting related to event planning.
- Experience managing vendor relationships and contract negotiations
- Experience supervising or mentoring interns, volunteers, or junior staff
- Demonstrated passion for and knowledge of world affairs and the mission of the World Affairs Councils network
- Developed cross-cultural competence, evidenced by prior work, study, or travel.
- Excellent written and verbal communication skills in English
- An eye for detail, design, and cohesive convenings
- Strong project management, time management, and organizational skills with attention to detail, process-improvement skills, and the ability to manage competing priorities
- Proven critical thinking, problem-solving, and diplomacy skills
- High emotional intelligence, with a collaborative, respectful, and adaptable team-work style
- Professionalism and integrity, especially regarding confidential or sensitive information.
- Technical proficiency with event registration platforms, CRM systems, and Google systems
- Flexibility to work limited evenings and weekends as needed for successful event execution

Preferred:

- Relevant experience in nonprofit or association environments and international settings

- Experience supporting virtual events and webinars
- Familiarity with grant application processes and evaluation
- Multilingual abilities
- Basic knowledge of HTML and WordPress
- Basic graphic design for events
- Professional event management certifications such as CMP, CMM, or CEM

Environment and Other Expectations

The WACA office is located in downtown Washington, DC, with easy access to Metro and bus lines. WACA staff work in a fast-paced environment and should be prepared to balance multiple priorities and deadlines, take ownership of their projects, and work independently as well as part of a team with a variety of interns, volunteers, board members, and partner organizations. While this position will be primarily onsite, limited remote work on a consistent weekly schedule may be negotiated after an initial onboarding and team-building period. Applicants should reside in the greater Washington, DC metropolitan area or be willing to relocate. This position involves primarily daytime, weekday hours, with some evening and weekend work as needed. Domestic travel is limited.

WACA provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, service in the military, or any characteristic protected by applicable law. WACA is committed to building and fostering a culture where all employees, members, volunteers, and interns have an opportunity to contribute to the mission and success of the organization and are valued for their unique perspectives and the experiences they bring to the table.

Compensation

The salary range identified for this position is \$32.21 to \$35.57/hour (\$66,997 to \$73,985 per year), commensurate with education and experience. Additional benefits include paid health, dental, and vision insurance coverage, employer contribution to a 401(k) retirement plan, opportunities for professional development, and paid vacation, holidays, and sick leave.

To Apply

Please email a cover letter, resume, writing sample of no more than 500 words, and a list of three professional references to Matthew Hughes at mhughes@worldaffairscouncils.org with "Events Manager Application" as the subject. Please send all attachments as a single, combined PDF file. For priority consideration, applications should be received no later than **Friday, January 2, 2026**.

World Affairs Councils of America

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