

Job Title: Senior Events Manager

Office Location: Remote, Downtown LA, Pasadena

Verdical · (vər-dək-(ə)l) · *n.* an upward trend in positive environmental impact

WHO WE ARE

- Verdical Group is a leading full-service consulting firm specializing in green building services including Certification Project Management (LEED, WELL, Living Building Challenge, CALGreen, etc.), Energy Modeling, Commissioning, Net Zero Design, and Program Management.
- The Verdical Events branch of our business provides event planning and production services. We produce high-profile sustainable events, including the nation's largest annual [Net Zero Conference](#).
- Our core values include environmentalism, fun, inspiration, adventure, and learning.
- A growing group of 9 team members.
- Certified B Corporation, meeting rigorous standards of social and environmental performance, accountability, and transparency.
- 1% for the Planet Member Company: we walk the talk, donating 1% of our annual revenue, not just profit, to environmental nonprofit organizations.
- An equal opportunity employer; our diverse team is one of our greatest assets.
- Visit us at verdicalgroup.com and verdicalevents.com or watch our About Us video [here](#).

WHO YOU ARE

- An experienced event planner looking to manage all aspects of our events, focusing on year-over-year growth.
- You are committed to making a positive social and environmental impact on the world. You will be evaluated quarterly on your performance and progress in these areas.
- This position includes required sales and performance targets and requires participation in the proposal writing process.
- Entrepreneurial self-starter who is motivated by target metrics.
- Excited to work with our Events team to manage all aspects of event production from start to finish.
- An all-star talent who wants to work as part of a highly respected and growing team.
- An inspired changemaker who wants to work in a fast-paced start-up environment.
- A natural networker with an infectious enthusiasm for your projects.
- You thrive in a work hard / play hard environment where you're surrounded by likeminded, passionate sustainability professionals who are working to change the world.
- An effective negotiator who is experienced working with contracts and budgets for large-scale events.
- Comfortable managing multiple projects simultaneously to meet deadlines in a timely manner.
- An expert client, partner, and sponsor relationship manager.
- Experienced in managing deadlines for the marketing team to produce quality assets for each event.

REQUIRED QUALIFICATIONS

- Bachelor's degree and a minimum 5-7 years of relevant experience in a similar role.
- Demonstrated experience securing major sponsorships.
- Excellent written and verbal communicator.
- Fastidious attention to detail in all aspects related to event project management and delivery.
- Proficiency or ability to quickly learn CRM platforms such as Salesforce.
- Expert in Microsoft Office Suite, with particular experience in PowerPoint and Excel

PREFERRED QUALIFICATIONS (NOT REQUIRED)

- LEED Green Associate (GA) or LEED Accredited Professional (AP) credential
- Experience with marketing tools including Eventbrite, MailChimp, and WordPress.

COMPENSATION & BENEFITS

- Full time exempt salary position
- Compensation commensurate with experience. Base salary + sales commission.
- 100% company paid Health insurance (gold level PPO) and dental insurance
- \$750/year continuing education stipend + 100% firm paid credential exams and renewal fees
- \$100/month cell phone benefit
- \$100/month commuter benefit for reducing our carbon footprint if you do not drive to work
- IRA (after one year of employment)
- Paid Time Off (PTO) for vacation and sick days + unpaid time off available for high performers
- 9 paid annual company holidays
- Flexible office schedule
- Quarterly team great outdoors adventures

APPLY

- Send an email with both PDF cover letter and resume attached to: applicants@verdicalgroup.com
- Title both the combined PDF and the email "Senior Events Manager - [Your Name]"
- We welcome applicants of all backgrounds and encourage potential fits to apply even if you do not meet the criteria outlined above. We look forward to hearing from you!

