

**FEDERAL BAR COUNCIL**  
**Manager of Events**

The Federal Bar Council (the “Council”) is a 501(c)(6) membership organization of lawyers who practice in federal courts within the Second Circuit. Many of the top litigators in the Second Circuit belong to the Council and are active in the organization. All of the judges in the Second Circuit are also members of the Council *ex officio*.

The Council is dedicated to promoting excellence in federal practice and collegiality among federal practitioners. It is also committed to encouraging respectful, productive relations between the bench and bar and to serving the interests of its members. Its 501(c)(3) sister organization, the Federal Bar Foundation, (the “Foundation”), lends financial support to promote public service, historical exhibits, lectures, educational programs, and publications. Additional information can be found at [www.federalbarcouncil.org](http://www.federalbarcouncil.org).

**POSITION SUMMARY:**

The Federal Bar Council is seeking a highly motivated, creative, and experienced Manager of Events to join our dynamic team. Under the supervision of the Executive Director, the Manager of Events manages the planning and execution of annual events and conferences, including site selection, budgeting, contract negotiation, attendee registration, menu coordination, and onsite execution. The successful candidate will possess strong organizational, communication, and leadership skills, capable of thinking on their feet and maintaining a calm and resourceful demeanor in a fast-paced environment. The candidate must have a customer service mindset, and be comfortable regularly interacting with members, board members, members of the federal judiciary, and local officials.

**EDUCATION AND EXPERIENCE:**

A college degree and at least eight (8) years of progressive event planning experience, including destination conference planning. Experience with member organizations or associations is a plus, as is past experience working for a legal services organization.

**COMPETENCIES:**

The successful candidate will have excellent written and verbal communication skills, be highly organized, conduct themselves with a high level of professionalism, proven leadership abilities, be flexible and able to work effectively under competing deadlines, have experience with membership management databases such as MemberSuite, Access, RazorsEdge, or Tessitura, and have flexibility to work on evenings and/or weekends as necessary.

**1. Event Management responsibilities to include:**

- A. Manage from inception to conclusion the following local annual Council events: Thanksgiving Luncheon (approximately 700 attendees), Law Day Dinner (approximately 700 attendees), Judges Reception (approximately 250 attendees), Bankruptcy Litigation Committee Spring Event (approximately 300 attendees), Foundation Donor Appreciation Event (approximately 100 attendees).

- B. Manage from inception to conclusion the following destination Council events: Winter Bench & Bar Conference (a five-day destination conference with approximately 150 attendees), Fall Bench & Bar Retreat (a three-day destination retreat with approximately 150 attendees).

Event Management duties include, but are not limited to:

- Supervise the Administrative Coordinator, Events and CLE on a daily basis, in the office as well as onsite during events.
- Coordinate with Destination Management Companies to arrange travel, entertainment plans, and amenities for conference attendees.
- Work with staff at venues prior to events as well as onsite, including Conference Service Managers, Audio Visual Technicians, Banquet Managers, Sales Managers, and Security.
- Assist Executive Director with negotiation, review, and administration of contracts for all events.
- Assist Executive Director in drafting the annual Events budget. Aim to execute all events at or below budget.
- Close out events by tracking final invoices and payments and writing final reports following the completion of each event.
- Work with the Manager of Membership and Marketing to develop member engagement opportunities.
- Prepare and edit print materials for large events.
- Correspond daily through email and via phone with members and non-members of the organization.
- Special Projects as assigned by the Executive Director.

## **2. Committees**

- Work with the chairs and members of assigned Federal Bar Council Committees to schedule, market, and coordinate meetings and events.
- Attend meetings in person or via phone, as approved by the Executive Director, assist Committee Chairs with meeting minutes, meeting agendas, and maintaining accurate files for each Committee.

## **BENEFITS**

The Council offers a competitive salary and benefits package, including 3 weeks' vacation, with an additional week of paid time during the week between Christmas and New Year's Day, full coverage under medical, dental, and vision plans, participation in a 401(k) plan, plus additional paid holidays and PTO. The successful candidate must be located or willing to locate in the New York City area. The Council is a hybrid workplace, with

The salary range for this position is \$75,000/yr to \$90,000/yr, plus benefits, and is based on experience.

**TO APPLY:** Interested candidates should submit a cover letter and resume to [aja.stephens@federalbarcouncil.com](mailto:aja.stephens@federalbarcouncil.com).