

# CLEARPATH

ClearPath | 518 C Street NE, Suite 300 | Washington, DC | 20002

Organization: **ClearPath 501(c)(3)**  
Position Title: **Events Manager**  
Location: **Washington, DC**

## Overview

ClearPath's mission is to develop and advance policies that accelerate breakthrough innovations that reduce emissions in the energy and industrial sectors. To advance that mission, we develop cutting-edge policy and messaging, educate policymakers, and collaborate with academics and industry. Started in 2014 by entrepreneur Jay Faison, ClearPath engages in the direct education of policymakers within the White House, Congress, and Executive Agencies.

ClearPath team members believe in small government, free markets, and American entrepreneurship. Those principles form the basis for how the team analyzes proposed clean energy and climate policy.

## Job Description

ClearPath's Events Manager will support ClearPath's external outreach and special events and meetings. The individual will develop and execute strategies to ensure strategic guest list development, thoughtful venue selection and strong relationships with vendors to create a seamless guest experience and enhance the ClearPath brand. This person will interact with the broader ClearPath team to support the mission, but directly report to ClearPath's External Affairs Director.

This role would own the event lifecycle for regularly occurring ClearPath events and trips, such as Congressional and Staff delegation trips, educational events such as 15 - 20 person dinners, and social events like happy hours.

This position would also support ClearPath's engagement on international events, which would likely include working closely with event production companies and other project partners.

The ideal candidate exhibits a high level of project management, execution focus, internal and external communication skills, presence, and a sense of gravitas to represent the organization.

### **Lead and Manage the Entire Event Lifecycle for ClearPath's External Events**

- This role would own the event lifecycle (with a key focus on execution) for regularly occurring ClearPath events and trips, such as Congressional and Staff delegation trips, educational events such as 15 - 20 person dinners, and social events like happy hours.

- Collaborate with Government Affairs and External Affairs teams to develop future event concepts; create and manage internal events calendar
- Support ClearPath's engagement on international events, which includes working closely with event production companies and other project partners.

### **Manage ClearPath's Pre Event Logistics**

- Procure event venues to make sure they are in alignment with the ClearPath brand and budget
- Manage event budgets to maximize the organization's financial investment
- Use developed event industry network to liaise with external vendors such as caterers, A/V and lighting companies, entertainment, and photographers and negotiate venue contracts
- Negotiate hotel contracts and concessions including hotel guest room blocks; monitor hotel pickup to ensure that ClearPath's financial investment is maximized
- Coordinate and manage transportation needs

### **Curate a Guest Experience that Enhances the ClearPath Brand**

- Prep stakeholders for event expectations; Brief and manage speakers and event attendees by creating pre-event communications such as bios, discussion themes, seating charts, green room and A/V requirements
- Carry out work with a sense of discretion and professionalism, ability to liaise with the offices of high-level guests
- Serve as the onsite liaison for VIP guest security teams and other vendors
- Develop and manage guest name badges and place cards with sensitivity to titles and protocol
- Manage internal on-site registration/check-in team
- Manage guest list process, including organizing guest lists from multiple teams, track attendance using event software such as Zkipster, social tables
- Curate menu and beverage selections to ensure diplomacy through hospitality
- Create opportunities for branding, such as ClearPath printed cocktail napkins or drink stirrers, menu cards, when appropriate.

### **Manage ClearPath's Post Event Logistics**

- Create post-event reporting on guest lists for those to attended or replied to the invitation but did not attend
- Create and distribute post event survey to follow up with guests about their experience
- Share highlights and trends with ClearPath team, as appropriate

### **Competencies**

- **Process Management** – Take a systematic approach in contributing to making workflow more effective, efficient, and capable of adapting to an ever-changing environment.
- **Quality Focus** – Ensure that all work in one's own area of the business, throughout the organization, by vendors, suppliers, etc. is performed with excellence and to high standards for quality and integrity.
- **Information Seeking** – Driven by an underlying curiosity and desire to know more about things, people, or issues. This involves going beyond routine questions and includes digging or pressing

for exact information; resolving discrepancies by asking a series of questions; or conducting less-focused environmental scanning for opportunities or miscellaneous information that may be used in the future.

- **Planning and Priority Setting** – Identify the priorities, processes, and practical actions that are necessary to achieve an objective or an idea. This requires developing detailed action or project plans, including objectives, accountabilities, time frames, standards, review stages, and contingencies.
- **Communicating** – Provide the information required by others in a concise, direct, and unambiguous way. They perceive how the message affects the receiver and strive to ensure that the receiver clearly understands the specifics and function of the message.
- **Negotiating** – They identify key bargaining points for all parties and work effectively toward win-win solutions.
- **Organizational Savvy** – Project Managers gather and accurately assess information related to the organization's formal and informal communication channels and power relationships.

## Qualifications

- Bachelor's degree or equivalent experience
- Established background in special event operations and experience with high-level guests a plus
- Certified Meeting Professional (CMP) certification a plus but not required
- Advance experience a plus but not required
- Working knowledge of the DC venue market and preexisting relationships with special event vendors in DC
- Familiarity with event software such as (but not limited to) Zkipster and Social Tables a plus
- Knowledge of protocol for Heads of State, Members of Congress and Members of the Administration
- Experience with the art of developing seating arrangements and seating card protocol
- Event Budget management experience
- High level of attention to detail ability to own the entire lifecycle of an event and ensure a seamless guest experience
- Experience with hotel block procurement and hotel contract negotiations
- Experience with menu development
- Job requires domestic and international travel 25% of the time
- Job requires non-traditional work hours on occasion

## Values

- **Teamwork:** We empower each other to accomplish our shared mission.
- **Purpose:** We believe the principles of limited government, free markets, and fiscal responsibility are essential to achieving our mission.
- **Ownership:** We empower teammates to visibly own and achieve goals.
- **Adaptability:** We are open to new, complex ideas and test our assumptions to lead change and advance our mission.
- **Curiosity:** We have a proactive desire to learn, grow and improve ourselves, ideas and our mission in a thoughtful and focused way.
- **Credibility:** We agree that being trustworthy and believable is everything for building and maintaining influence to maximize impact.

## Compensation & Benefits

- Competitive salary commensurate with experience
- Annual bonus, historically awarded
- Paid professional development opportunities
- Comprehensive health, dental, vision, life, and disability insurance
- Retirement Benefit offering an employer matching contribution of employee contributions \$1 for \$1 on the first 5% of pay you contribute
- No vacation policy - take what you need whenever workflow allows
- Fully stocked office kitchen in newly renovated building on Capitol Hill

Please send resume to [careers@clearpath.org](mailto:careers@clearpath.org)

*At ClearPath, we value a diverse and inclusive workforce. We believe our team is the key to making an impact and fulfilling our mission. ClearPath is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.*