



#BEPARTOFIT

OUR MISSION: To be the catalyst for economic prosperity within our community.

OUR VISION: The Greater Topeka Region is internationally recognized as a vibrant, innovative, fun, diverse and healthy community.

The Greater Topeka Partnership's Events Manager will be an integral member of the Partnership team! This important position is responsible for handling corporate events and festivals for the Greater Topeka Partnership through great organizational and creative problem-solving skills.

Major duties include:

- Manage and coordinate corporate events and festivals throughout pre-event, event, and post-event phases.
- Uses personal judgment and expertise to enhance the customer experience.
- Effective communication with team, attendees, and event vendors.
- Interact with attendees to provide event information and assure quality experience.
- Leverage sponsorship connections and heighten sponsor recognition
- Meet consistently with clients to ensure complete and timely planning execution.
- Having a passion for the community and taking pride in bringing something special to it.

Although we seek a professional with the education and background to hit the ground running and partner with the GTP team with energy and passion. Successful candidates must also demonstrate an in-depth knowledge of the business community in Topeka and Shawnee County, as well as, excellent interpersonal and presentational skills. A background in event planning is preferred, but not required.

The right candidate must be aligned with the Partnership's Core Values, which run-through every decision we make, every action we take:

DIVERSITY & INCLUSION – Our organization, like our community, is great when everyone has a voice that is heard and valued.

INTEGRITY – We place integrity at the forefront of all our decisions and will continue to build a team only of individuals who are dedicated to doing the right thing in a fair and honest way.

VISIONARY – The future starts today and the decisions we make shape tomorrow. We encourage and support creativity in our community and stay on the cutting edge of our industry's standards.

PASSION FOR COMMUNITY – We love our community!

If you think **YOU** might be the one, send a short cover letter and resume to Stephanie Norwood at stephanie.wilhelm@topekapartnership.com.

