

Title: Manager of Engagement

FLSA Status: Non-Exempt

Reports To: Chief Engagement Officer

Position Summary:

Greater St. Louis, Inc. brings together business and civic leaders to create jobs, drive inclusive economic growth, and increase the St. Louis metro area's global competitiveness. Our engagement office is responsible for maintenance and growth of the investor base as well as designing engagement opportunities for investors in the Greater St. Louis, Inc. mission and vision. The office works collaboratively with all Greater St. Louis, Inc. initiatives to ensure a broad base of engagement among investors.

The Manager of Engagement provides project and event support for Greater St. Louis Inc.'s engagement office to attract new investment, maintain stakeholder engagement, track investments in Salesforce, and coordinate stakeholder events. Agility, collaboration, and comfort with fluidity and ambiguity are key to success. The Manager of Engagement must have an ability to work at a fast pace, paying great attention to detail, with a focus on agility and ability to balance multiple priorities to meet deadlines. This position will include communicating and collaborating with internal and external GSL stakeholders.

This role requires exceptional events management and administrative skills. Producing client-ready written work product will be essential. This is the perfect position for someone who wants hands-on experience in collaborating with the business community to affect inclusive economic growth for the bi-state St. Louis metro area.

Outcomes:

As a core member of the engagement office, successful outcomes for the employee in this position include:

- Investor meetings, board and council meetings, and other executive events are successfully organized, planned, and executed, including logistics and outreach
- Seamless usage of Greater St. Louis, Inc. space with community organizations, including logistics coordination and technical needs
- Strong collaboration with internal Greater St. Louis, Inc. teams to ensure that the engagement office has the tools necessary to fulfill all responsibilities

Essential Functions:

- Assist with project management, including message and design of investor materials, development of investor communications, and design of and participation in any stakeholder meetings
- Coordinate the day-to-day operations of the engagement office
- Coordinate investor stewardship efforts
- Assist with engagement program planning and design, including briefings with speakers and guests, travel logistics, and extemporaneous meetings related to council meetings
- Manage vendor relationships locally and internationally to build strong St. Louis brand

- recognition at conventions, trade shows, and other related events
- Oversee the onboarding of new investors, including communication relating to meetings, other engagement opportunities and appropriate contacts for GSL initiatives
- Oversee use of Greater St. Louis, Inc. community space, including coordination with outside vendors, to ensure successful events
- Provide technical conference room audio/visual equipment support for GSL events, and troubleshoot day-to-day user inquiries and equipment issues
- Manage content updates on video screens and audio systems in conference rooms and common spaces
- Manage the internal GSL calendar to ensure appropriate cadence of engagement opportunities and GSL team participation
- Act as a liaison between the engagement office and other internal teams
- Perform additional duties and responsibilities as may be assigned to you by Greater St. Louis, Inc.

Characteristics Needed for Position:

- Works within established systems, standards, and procedures
- Takes policies and procedures into account before making decisions
- Exceptional standards of quality, attention to detail, and follow-through
- Comfortable communicating job specific knowledge; communication is factual, formal, and sincere
- Strong focus on agility and adaptability; receptive to feedback
- Collaborative nature, working towards success of the whole; supportive and helpful to colleagues
- Ability to balance multiple priorities at once to meet deadlines with great attention to detail

Education & Experience Required:

- Bachelor's degree or four years of equivalent experience
- Significant event planning and event management experience
- Significant experience managing conference room audio/visual technology
- Demonstrated success in driving projects to completion
- Advanced knowledge with Microsoft Office programs (Outlook, Word, Excel, PowerPoint) and Adobe Acrobat Pro

Physical Effort:

The position will require a mix of verbal communication, comprehension, and being in a stationary position for long periods working at a computer screen, as well as physical exertion related to setting up and running events. Position also entails occasionally lifting and moving event-related equipment and materials weighing up to 30 pounds for various needs.

Travel and Schedule:

Must be available during standard business hours. May be required to work more than 8 hours during a workday as project deadlines demand. Events and meetings will involve some early mornings, evenings, and weekends. Will require travel based on project demands. Travel includes frequently driving a motor vehicle as well as air travel. International travel will likely be required on

occasion.

Salary and Benefits:

Greater St. Louis, Inc. offers a competitive salary and benefits package, including health, dental and vision insurance, paid time off, holidays, and 401(K) with a Company match.

About Greater St. Louis, Inc.

Greater St. Louis, Inc. is a 501(c)(6) organization of businesses formed through the merger of five private-sector led and St. Louis-focused economic development and civic leadership organizations on January 1, 2021. The five combining organizations were AllianceSTL, Arch to Park, Civic Progress, Downtown STL, Inc., and the St. Louis Regional Chamber. Greater St. Louis, Inc. brings together the business community to help drive economic growth and create opportunities for all with a focus on inclusive growth. As a result of the merger, we are in a position to drive economic growth with a unified voice, a bold agenda, and as one St. Louis metropolitan area that is anchored by a vibrant urban core. Additional information is available at www.GreaterSTLinc.com.

Equal Employment Opportunity (EEO) Statement of Inclusion

Greater St. Louis, Inc. is an equal opportunity employer which extends equal employment opportunities (EEO) to all qualified individuals, with regard to all terms and conditions of employment.

Contact

To inquire about the opportunity, please email Reed@GreaterSTLinc.com with your résumé, cover letter including salary expectation, and at least three professional references.