

# Professional Relations and Events Manager



**Who we are:** In 1986, God set a cornerstone for biblical hope and practical help called HOPE FOR THE HEART. Lives changed. New hope spread. A simple desire to help people navigate life challenges led to national broadcasts, counseling services, international outreach, training programs and biblical resources on more than 100 topics.

**Location:** The Hope Center - Plano, Texas

**Department:** Strategic Initiatives

**Type of position:** Full-time, Exempt

**General Description:** The Professional Relations and Events Manager will support the Chief Strategy Officer and Senior Director of Strategic and International Operations, while providing primary management for all Hope for the Heart (HFTH) and Hope Together Network (HTN) professional and ministry related events. This includes events held onsite or in offsite venues, utilizing digital platforms or live stream technology when needed. This role also serves as a key point of contact for professional relations, including, but not limited to event planning and execution, VIP visits, talent/presenter coordination for resource development, and the *Keys for Living* White Label Program. Assisting other Strategic Initiative departments, programs and process will be required from time-to-time and as directed.

## Key Responsibilities

- Liaison with presenters/talent engaged in resource development, training programs, podcasts, symposiums, live and virtual events, etc.
- Assist with communication, schedule coordination, problem solving, etc., with presenters/talent, special guests, and VIPs
- Manage travel, lodging, speaking agreements and responsibilities, honorariums, resources, etc.
- Liaison with appropriate internal departments and stakeholders as it pertains to professional relations
- Provide primary management, coordination, and communication (internally and externally) to White Label publishing participants
- Establish and maintain repeatable and scalable processes for event planning, production, and management
- Coordinate pre and post event planning with the Marketing Department to help ensure necessary timelines are met and to help facilitate successful events
- Train and oversee event related teams, direct and coordinate planning activities, and manage schedules and organizational tasks
- Manage event vendors and venue relationships, including processes
- Liaison with potential and registered exhibitors for all events
- Coordinate resource selection, set-up, and sales associated with events

- Coordinate and manage the registration process during all live events
- Coordinate and manage volunteers utilized in all events
- Coordinate, manage, and disseminate pre and post event reporting, including coordination of event budgets, as well as analytics and metric reporting with Finance and IT personnel
- Assist, from time-to-time and as directed, in strategic initiative programs and processes including, but not limited to Lifeline to Hope Lay Care Giver Training, the International Christian Coaching Institute, HTN, White Label Partnership Program, International Department outreach efforts, Broadcast Audio Production tasks, etc.

**Qualifications:**

- Bachelor's degree (B. A.) from four-year college or university (event planning and management coursework preferred)
- A minimum of 5 years of event planning and management experience
- Large scale event planning and management experience preferred (500 – 1000+ attendees)

**To Apply:** Email your cover letter and resume to [jobs@hopefortheheart.org](mailto:jobs@hopefortheheart.org). No calls, please.

**For an overview of our ministry and to view more career opportunities, visit our website at [www.HopeForTheHeart.org](http://www.HopeForTheHeart.org)**