



GLOBAL
METHODIST CHURCH

General Conference Event Project Manager

Reports to: Connectional Operations Officer

Supervises: General Conference Secretary, Petitions Secretary

Position Summary:

The General Conference Event Project Manager is responsible for the strategic planning, coordination, and execution of the Global Methodist Church's General Conference. Working closely with the General Conference Commission (GCC) and the Connectional Operations Officer, this role involves managing timelines, budgets, logistics, and project workflows to ensure the success of the event. The ideal candidate will possess exceptional organizational skills, creativity, leadership qualities, and a passion for planning large-scale events in a faith-based setting.

Key Responsibilities

- **Event Planning and Coordination**
 - Collaborate with the GCC to develop comprehensive event plans, including timelines, budgets, and resource allocation.
 - Oversee all logistics, including but not limited to venue selection, food service, lodging, transportation, technology, health & safety, permits & compliance, and event schedule coordination.
 - Assist Volunteer Team leader in coordinating volunteer recruitment, training, and schedules to ensure all conference needs are met in the areas of registration, hospitality, security, etc.
- **Project Management**
 - Establish and maintain a robust project management system to ensure seamless coordination of all conference planning activities.
 - Develop and manage a comprehensive timeline that includes key milestones, deadlines, and deliverables across all areas of the event.
 - Ensure accountability by regularly following up with GCC chairs, team leads, and other stakeholders to address any gaps or delays.
 - Compile a detailed monthly status report summarizing progress, outstanding tasks, and potential risks, to be delivered to the Connectional Operations Officer.
- **Fundraising Activities**
 - Collaborate with the GCC's fundraising team to develop and implement a fundraising strategy tailored to meet the financial goals of the event.
 - Identify and cultivate relationships with potential donors, sponsors, and grant-making organizations to secure funding and in-kind support.
 - Assist in creating compelling fundraising proposals, sponsorship packages, and donor materials to effectively communicate the mission and impact of the event.
 - Coordinate sponsor deliverables, ensuring all contractual obligations such as branding, signage, recognition, and event participation are met.
 - Assist in planning and executing donor and sponsor recognition activities, including personalized thank-you messages, event acknowledgments, and follow-up reports detailing the impact of their contributions.

- **Collaboration and Communication**
 - Serve as the primary liaison between the GCC, internal teams, vendors, and volunteers communicating event details effectively to all stakeholders.
 - Work closely with the General Conference Secretary and Petition Secretary to ensure all legislative processes and tasks are completed in a timely manner.
 - Collaborate with the communications team to ensure key information is effectively disseminated through appropriate channels to delegates, alternates, and the general public.
 - Partner with the communications team to facilitate livestreaming needs and translation services.
- **Post-Event Feedback and Reporting:** Collect feedback from all participant groups, and prepare a comprehensive Post-Conference Report highlighting successes, areas for improvement, and actionable recommendations for future conferences.

Qualifications

Education

- Bachelor's degree

Experience

- Minimum of 5 years of proven experience in large-scale event planning and project management, preferably in a nonprofit, faith-based, or mission-driven organization.
- Experience working with or knowledge of the Global Methodist Church, Methodist polity, or similar denominational structures is highly preferred.
- Demonstrated success in coordinating events with international or multicultural participants, including experience managing logistics for hybrid events.

Skills and Competencies

- **Project Management Expertise:** exceptional organizational skills with the ability to develop and manage timelines, track multiple projects, and ensure all deliverables are met on time and within budget.
- **Communication and Interpersonal Skills:** strong verbal and written communication abilities.
- **Problem Solving and Adaptability:** creative thinker with the ability to anticipate challenges and adapt quickly to changing circumstances.
- **Technical Proficiency:** advanced skills in Microsoft Office Suite and project management software.
- **Leadership and Initiative:** demonstrated ability to lead, motivate, and coordinate volunteers, teams, and vendors to achieve event goals.
- **Cultural Competency:** sensitivity and awareness to work effectively in cross-cultural settings.

Additional Requirements

- Flexibility to travel and work extended hours, including weekends, as needed during peak event periods.
- Commitment to upholding the mission and values of the Global Methodist Church and demonstrating alignment with it.

To Apply:

Email your cover letter and resume to Cat Enns at cenns@globalmethodist.org.

Starting salary is \$100,000.00 annually with benefits

This is a remote position allowing flexibility in location

Submission due Friday, January 24, 2025 by 5:00 pm, Central Time in the U.S.