



Job Description

- Head of Events and Community
- Hybrid – Part-time, 10 to 20 hours per week
- Hourly, \$50 to \$60 per hour

Stamford Partnership is the only nonprofit public-private partnership working to enhance the quality of life for all those who live and work in Stamford, Connecticut. Our key priorities are innovation, workforce development, and community building. The Head of Events and Community will be an ambassador for the Stamford Partnership, leading the conception and execution of the Partnership's annual slate of workshops, fireside chats, coworking program, grant ceremonies, and other public programs. We are looking for a natural connector who will work to strengthen the organization's partnerships in the community. The ideal candidate must be available for online meetings during normal business hours, be able to commute to events in Stamford, and be available for daytime and evening events as scheduled.

Responsibilities

- Conceive and execute the Partnership's annual slate of workshops, fireside chats, coworking program, grant ceremonies, and other public programs
- Participate in event planning meetings, execute tasks as delegated for events, coordinate day-of event logistics, and provide day-of event support.
- Create and/or coordinate consistent outreach communications via social media platforms, generate content from events, meetings, and employer, support partners, and participant stories.
- Build strong relationships among community partners.

Desired experience

- Event management experience
- Social media content strategy and execution
- Design skill (Canva) and digital marketing (HubSpot, Eventbrite) a plus
- Grant-writing and fundraising experience a plus

About us: The Stamford Partnership is a public-private partnership working to enhance the quality of life for those that live and work in Stamford, Connecticut. The Partnership is part convener, part think-tank, part incubator. It brings together a wide spectrum of constituencies and stakeholders to identify needs, resources and opportunities to engage leadership and prompt action to improve the city's quality of life. It is a catalyst for debate and discussion, and initiates civic projects through public, community and private sector collaborations.

The Stamford Partnership is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

To apply, please submit resume to kevin@stamfordpartnership.org