Position: Event & Sponsorship Coordinator  
Reports To: Vice President of Event Operations  
Type: Exempt  
Location: Remote (EST Timeframe preferred)

ORGANIZATION PROFILE  
The Business Network for Offshore Wind (The Network) is a nonprofit, educational organization with a mission to develop the offshore wind renewable energy industry and its supply chain. The Network partners with industry and government to build an innovative supply chain that will create and sustain jobs, benefiting local economies and ensuring a cost-effective clean energy portfolio. We advance this through collaboration, education, and innovation, bringing together global developers, policymakers, academia, and leading experts to grow this new and vital offshore wind industry that provides a practical solution to climate change and creates well-paying jobs.

POSITION SUMMARY  
The Business Network for Offshore Wind (the Network) is hiring an Event & Sponsorship Coordinator. The primary purpose of this position is to support the Business Development and Events team in fulfillment of sponsorships, exhibits, and event logistics. The Event & Sponsorship Coordinator will be part of the Events Team and will report to the Vice President for Event Operations.

POSITION FUNCTIONS AND RESPONSIBILITIES

Exhibit and Sponsorship Management  
- Build and manage strong relationships with sponsors and clients, executing sponsorship deliverables, event logistics, budget projections, tracking, analyzing, and reporting on sponsorship and exhibit sales.  
- Manage sponsorship inventory and fulfillment for the Network’s largest conference - International Partnership Forum (IPF) as well as five to eight additional events throughout the year.  
- Manage the coordination of meeting rooms for IPF, including but not limited to managing requests & placement, vendor assistance, onsite coordination, and communication with the Business Development team and customer service duties.  
- Deliver excellent customer service to committed or potential exhibitors and sponsors to include answering questions, assigning booths to new exhibitors etc.  
- Exhibitor and sponsor registration support - provide registration instructions and codes, track code usage, coordinate closely with registration team, and provide white glove registration support to host and high-level sponsors and exhibitor.  
- Serve as primary contact for exhibitors and potential exhibitors leading up to the event, as well as onsite and during the re-sign process.  
- Provide white glove service to exhibitors and sponsors during the registration process, answering questions and providing registration codes in conjunction with the registration team.  
- Collaborate with internal teams and external vendors to execute sponsorship deliverables.  
- Manage exhibitor onboarding, exhibit manual, and help support the re-sign process.  
- Work closely with general services contractor to ensure robust exhibitor portal or online system for ordering exhibitor services and materials.  
- Develop accurate annual budget projections and metrics for the exhibit and sponsorship
• Work closely with internal teams to develop and promote industry packages, marketing pieces and email communications related to exhibit and sponsorship opportunities.
• Correspond with exhibitors and sponsors and prepare all paperwork confirming participation (e.g. confirmation correspondence, follow-ups, reminders, deadlines and collection of required information for participation)
• Travel to all Network events and as requested. Assign onsite execution responsibilities when not traveling

Event Logistics
• Assist with the event program/agenda from a logistics and meeting planning perspective and ensure that program production runs on deadline and on schedule working closely with cross-functional teams.
• Assist with meeting logistics including but not limited to; meeting set-up; catering, housing block, signage, sponsorship implementation, special events, staffing, transportation, vendors, event set up, space design and layout.
• Schedule and lead all project management meetings to ensure deadlines are met.
• Communicate timelines and priorities for assigned events.
• Assist in budgeting, update projections, and budget recaps along with post event analysis (surveys, registration reports etc.)

EDUCATION AND EXPERIENCE
• Minimum of 2-3 years' experience in event, exhibit, sponsorship, advertising sales or equivalent
• This is a role that requires an ability to work independently, under pressure and with challenging deadlines.
• Due to this role will be client and sponsor facing, individual must have a strong customer service background with an ability to problem solve quickly and efficiently.
• Experience in foundations, nonprofits, or the public sector, highly desirable
• Proven track record of project management research and skills
• Strong verbal and written communication skills
• Collaborative, solution-oriented team leader and colleague
• Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint, Teams), Asana and Adobe Acrobat Experience, Salesforce, highly desirable
• Flexibility and tolerance for ambiguity. Willingness to handle complex and mundane matters.
• Ability to promote a team culture of accountability and results.
• Ability to travel domestically 10% annually.

WORKING CONDITIONS
• Work is remote.
• Ability to lift 30-40 pounds.

BENEFITS AND COMPENSATION:
The salary range for this position is commensurable with experience. For full-time, benefit eligible employees, the Network offers an excellent range of benefits including:

• Medical Insurance
• Dental and Vision Benefits
• Employee Life Insurance
• Employee Short- & Long-Term Disability
• Paid Vacation
• Generous paid leave
• 401K Plan

The Business Network for Offshore Wind provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Business Network for Offshore Wind complies with applicable state and local laws governing nondiscrimination in employment in every location in which we employ staff. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.