

Meetings and Events Manager

The Higher Learning Commission (HLC), a non-profit higher education association, seeks a highly motivated, organized individual with virtual, hybrid, and in-person event planning experience to support the Meetings and Events department.

The Meetings and Events Manager plans, organizes, and executes virtual, hybrid, and in-person events and meetings for HLC. The Manager leads the planning and logistical support for assigned HLC events and collaborates in developing, implementing, and supporting processes for HLC leadership initiatives. Working with the Director of Meetings and Events, the Manager assists with HLC's Annual Conference, including securing and managing support for the event, managing the exhibitor program, and overseeing speaker management.

Qualifications and Competencies

- Bachelor's degree
- CMP certification required, or equivalent industry experience
- At least 5-7 years of relevant work experience in meetings and events planning
- Meeting or event planning experience for in-person events required, virtual and hybrid experience preferred
- Experience with virtual platforms such as Zoom, Teams, and GoToWebinar
- Project management experience strongly preferred
- Proven track record at effectively managing event production schedules to successfully plan and actualize live, virtual and multi-channel events
- High degree of experience with standard office software and meeting planning technology required.
- Experience with Smartsheets, or another project management tool, Aventri, and CadmiumCD's suite of products is preferred.
- Technical and professional skills in management as well as strong organizational, problem solving, and communication skills
- Strong interpersonal and collaborative skills required to give direction and guidance to individuals involved in event/meeting planning assignments
- Excellent written and verbal communication skills

- Strong time management and organizational skills
- Experience negotiating contracts preferred
- Demonstrated ability to work well under pressure and meet deadlines
- Ability to handle multiple tasks and changing priorities with minimal supervision
- High level of discretion, ability to handle sensitive information required
- Must be able to periodically work non-standard hours and travel on HLC business

To Apply

Submit letter of application, resume, and three work references to MeetingsPosition@hlcommission.org. Electronic submissions in one PDF file are preferred. Review of applications will commence until the position is filled. Please do not call to inquire about the position. More information is available in the Position Description.

The Higher Learning Commission (HLC) is the largest accrediting agency in the United States, serving approximately 1,000 affiliated colleges and universities. HLC has approximately 60 employees. HLC offers a rich benefits package: The HLC office is closed the week of Dec. 24-Jan. 1, employer contribution of 10% of base salary to a retirement plan, and 20 vacation days. Due to COVID-19, HLC is encouraging remote work for most employees when possible at this time. On a pilot basis, HLC will be implementing a hybrid work environment. During this time, the Meetings and Events Manager position is expected to work on site at the HLC office in the Chicago Loop two days per week.

HLC is an equal opportunity employer. If you may require reasonable accommodations in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to sbyrne@hlcommission.org. In the employee selection process, please direct your inquiries to sbyrne@hlcommission.org.