

Executive Coordinator
National Events and Member/Spouse
Engagement
CEO Forum, Inc.



The mission of the CEO Forum is to engage, encourage and disciple CEOs and Senior Executives as Christ-following leaders who advance the Kingdom of God.

We believe:

- CEOs and Senior Executives have a divine appointment to be used for the glory of God.
- CEOs and Senior Executives are positioned as important stewards of civilization.
- To whom much is given, much is required.
- Spiritual leadership development results from safe, intentional, long-term, relationships.

Bottom line - Transformed Executives can Transform the World!

Category: Exempt, Salary per contract

Reports to: Director of Operations

SUMMARY STATEMENT:

The CEO Forum is a 501c3 non-profit organization. We disciple Business Leaders of Influence and strive to be the premier Christ-centered spiritual leadership development organization serving the needs of CEOs and Senior Executives of major companies throughout the world. Our ministry serves CEOs and Senior Executives who are actively seeking to follow Jesus Christ and who currently lead or have previously led companies with over \$100 million in annual revenue.

BRAND PROMISE:

- 1. Bible** – we uphold the Bible and its authority and application in members’ lives. As such, we believe Jesus Christ is the Son of God and our exclusive foundation for existence and the only name under heaven by which we may be saved.
- 2. Prayer** – we pray with faith in God for all members and their families.
- 3. Refuge** – we are a confidential, spiritual refuge for CEOs and Senior Executives.
- 4. Discipleship** – we provide personal, high touch, high quality Christ centered discipleship and mentoring for all CEOs and Senior Executives.
- 5. Leadership** – we provide spiritual leadership development through innovative educational courses/programs designed for members’ distinct leadership challenges.
- 6. Relationship** – we convene our membership, creating venues for relationship development, spiritual encouragement, and equipping to nourish the spiritual “health” of the CEO, Senior Executive, and his/her family.
- 7. Growth** – we will reach CEOs and Senior Executives not yet touched and serve as a catalyst and hub of Christ-centered leadership development throughout the world.

DETAILS ABOUT THE ROLE:

The Executive Coordinator of National Events and Member/Spouse Engagement is a new role at the CEO Forum. The CEO Forum hosts several events each year ranging from small, intimate settings with 8-10 people to a multi-day large scale annual event with 200+ participants. The events scale from dinners, to retreats, a guided international trip, and a conference. While this role will be heavily weighted in the event planning space, there is also a strong administrative component. Our organization is growing, and we have many moving parts and needs.

The ideal candidate will need to:

- Be highly organized.
- Thrive in the details.
- Possess excellent communication and follow-up skills.
- Demonstrate an established tracking system.
- Collaborate with other team members.
- Display exceptional time management skills.
- Manage and adhere to a budget.
- Prioritize tasks.
- Understand and appreciate a good process.
- Adapt to last minute changes.
- Remain proactive.

BREAKDOWN OF ROLES AND RESPONSIBILITIES:

Annual Forum Event Coordination (35%)

The Executive Coordinator will serve as the team lead in planning, coordinating, producing, and executing all aspects of the CEO Forum's Annual Forum Conference. The Annual Forum Conference is our largest event and is held annually in the Fall for all members. Duties include but are not limited to:

- Establish a date for the event.
- Research and secure a conference venue.
- Negotiate a contract with the venue.
- Book entertainers and vendors.
- Schedule guest speakers.
- Agenda planning, stage production, and scripting.
- Calculate IT and AV needs.
- Liaise with Manager of Marketing to create an event communication plan and determining communication protocols for reminders and announcements.
- Coordinate lodging and transportation.
- Order and distribute gifts/merchandise.
- Menu planning.
- Track member/guest registrations.
- Collaborate/report/communicate with the CEO Forum team.
- Compile and manage event budget to achieve financial objectives.

Female Executive Assistance and Female Executive Retreat Coordination (25%)

The Executive Coordinator will partner with the VP of Member Engagement and Discipleship in all aspects and logistics related to member engagement, discipleship, and event planning for the Female Executive Retreat **(please reference the above list of duties associated with event planning needs)**. In addition to the above list, duties will also include but are not limited to:

- Coordinate invites and logistics for monthly Female Executive Calls.
- Serve as Zoom host for the Female Executive Calls.
- Take detailed notes and document prayer requests.
- Create basic copy for use in email invitations, text invitations, promotional material, and event resources.
- Participate in monthly MED Team calls.
- Collaborate with the MED Team as necessary.
- Update Donor Perfect (CRM Database).
- Complete tasks in accordance with communication needs (letters, cards, emails, calls, etc.)
- Assist with preparation of needed documents/presentations via Word, PowerPoint, or Excel etc.

Spouse Ministry Assistance and Marriage Retreat Coordination (15%)

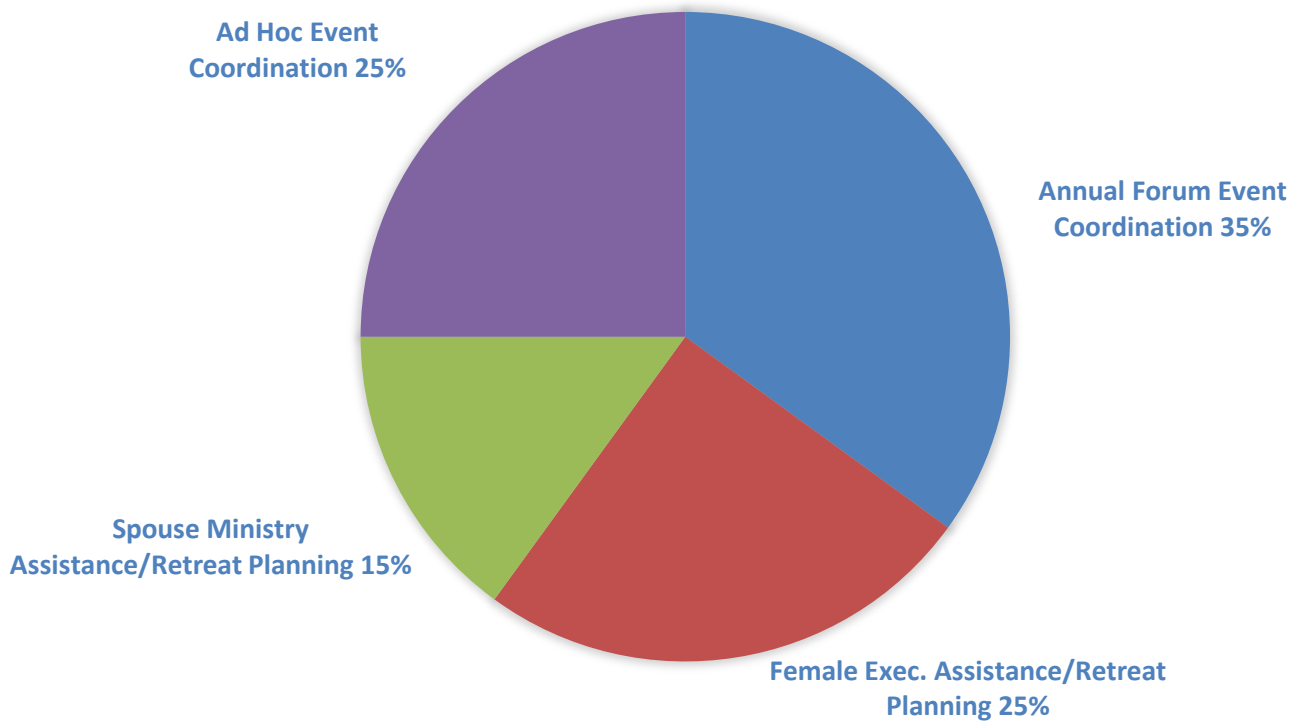
The Executive Coordinator will partner with the Director of Spouse Ministry in all aspects and logistics related to spouse engagement and event planning for the Marriage Retreat **(please reference the above list of duties associated with event planning needs)**. In addition to the above list, duties will also include but are not limited to:

- Manage spouse ministry communication and hospitality needs.
- Coordinate invites and logistics for Spouse Ministry Bible Studies/Calls.
- Serve as Zoom host for the spouse calls.
- Take detailed notes and document prayer requests.
- Purchase, track inventory, and mail new member gift boxes.

Ad-Hoc Ministry Event Coordination (25%)

The Executive Coordinator will assist with any additional ad-hoc ministry events. In addition to the above referenced events, the CEO Forum hosts events on a smaller scale to include prospecting/networking events, training sessions, and socials. As our ministry grows, the need for event coordination in other areas will be required.

BREAKDOWN OF DUTIES



TO APPLY:

Send an email to hannah@theceoforum.org and include the following:

- Cover Letter (PDF) that tells a bit about who you are and why you would be a great fit.
- Resume (PDF)