

MPINCC JOB POSTING FORM

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JOB INFORMATION

Position Title: Manager of Strategic Research & Business Development

Date Available: Immediate

Company: Enterprise Events Group, Inc.

Brief Description of Company/Position:

Enterprise Events Group (EEG), incorporated in 1995, is regarded as a high quality, value leader in the event management services industry. We are a smaller, independent company headquartered in San Rafael with a sound base of Fortune 500 companies. EEG has been actively involved in the implementation of meetings, conferences and incentive programs for some of the top companies on the West Coast.

Responsibilities:

The Manager of the Strategic Research and Business Development department is responsible for overseeing the daily operations of this department and playing a vital role in a new strategic direction for the team and sales support efforts. A forward thinking event strategist with knowledge on industry trends, digital marketing, event design and social media are valuable assets in this role. Another major focus of this position will be to increase the efficiency and work output of the department through the training and development of employees, to introduce and implement new policies and procedures to streamline the department, and to develop innovative ideas to catapult the creative capabilities of R + D, thus ultimately increasing company sales.

Responsibilities include:

- Management of all day-to-day department processes, procedures, and operations
- Responsible for the creative development of proposals and strategic planning in terms of new business development
 - Along with the support from the Business Development/Event Strategist team member
 - Develop Experience Marketing and Event Strategy Initiatives to Implement for Clients or Potential Clients
- Oversee performance management of all employees in department to include introductory reviews, mid-year and annual performance appraisals, career development, and disciplinary actions
- Create strategic plan for department and work to implement efficiencies into daily processes and procedures
 - Streamlining RFP Response Efforts and Database
 - Refocus of Team Members Roles with accent on Event Strategy Tactics
 - Restructure Flow of Work
 - Develop and implement training plan for R&D planners vs. Business Development Planners
 - Allocate Key person on Team for Training or Re-Training Staff
 - Develop Cross Training Plan for key team members to support high volume of requests
 - Integrate Adobe Creative Suite into proposals and process to support
- Assignment of projects to Planners
 - Source and Create Database of Contractual Business Development and R&D Planners to support efforts on as need basis
- Review, approve, and manage weekly Planner project timelines
- Oversee performance management of all employees in department to include introductory reviews, mid - year and annual performance appraisals, career development and disciplinary actions
- Review scope of all projects with Planners and Account Teams including site selection and program/theme development and advise direction as necessary
- Develop and maintain high level vendor relationships with a focus on greater profitability
- Review and approve all proposals, budgets, and program proformas
- Review all assigned Requests for Proposals
- Manage content and integrity of vendor database
- Other duties as assigned

Qualifications Required:

In order to be successful in this role, our qualified candidate will possess:

- At least 5 years of experience working for an event management company or third party vendor in a planning role
- Strong new business development experience
- Demonstrated destination knowledge and familiarity working with properties and vendors worldwide
- Managerial experience
- Strong creative abilities; knowledge of Adobe Creative Suite preferred
- Strong writing skills
- Intermediate computer skills and demonstrated proficiency in Excel
- Impeccable work ethic and professionalism

Education:

Bachelor's or Master's degree

Salary Range:

Salary offered will be dependent on experience.

Location of Position:

San Rafael, California

To Apply Please Contact:

Please apply only via e-mail for this position to careers@eeginc.com.

Additional Information:

Please visit our website for more exciting information about EEG at <http://www.eeginc.com>

Please contact the MPINCC office if you have any questions.

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