



SETS JOB DESCRIPTION

Title:	Manager, Education
Reports to:	Director, Education
FLSA Status:	Exempt

SETS, a fast-paced, high-energy event management organization with a very ambitious agenda, and a motivated staff, is currently seeking an association professional interested in a leadership role focusing on the develop of comprehensive, collaborative, and progressive education for the renewable energy industry.

This position is part of the SETS Education team, which is responsible for program development and delivery at all Solar Power Events in North America, including Solar Power International, a top industry trade show that attracts 20,000 attendees each September.

As part of a fun and agile team, the Education Manager will be responsible for creating, delivering, and continuously improving our industry leading education programs. These programs are designed to meet and exceed the business, networking, and professional development goals of our attendees while amplifying the value of our partner organizations, the Smart Electric Power Alliance, and the Solar Energy Industries Association.

Specifically, we are seeking an experienced, consensus-building, team-player. The successful candidate will lead and perform to SETS strategic goals and objectives and rely on their extensive experience and judgment to deliver high-quality programming. The Education Manager will work with internal team members and external stakeholders, partners, and vendors on a daily basis and will be responsible for delivering exceptional customer service.

The Manager, Education will be responsible for the following

- Managing numerous SPI education programs including, but not limited to: session and poster presentation development, workshop development, speaker coordination and scheduling, conference volunteers, abstract submissions, partnership development, and other projects, as necessary.
- Implementing educational programming for multiple Solar Power Events. Including: working with the staff of SEIA and SEPA to support content development committees; outlining session topics; facilitating the creation of session descriptions; inviting and tracking speakers; coordinating and

facilitating session planning calls; working with all typed of VIPs; onsite oversight of sessions and speakers; assistance with program evaluations.

- Developing outstanding, customer-focused relationships with speakers and attendees as demonstrated by an ability to accept situations as they are, respond creatively, listen actively, and apply best practices to determine solutions.
- Supporting the Director of Education, relevant working groups, and committees to encourage an effective relationship-driven and communication-centered workflow process.
- Managing administrative communication functions between SEIA, SEPA, and SETS, and and relevant committees and working groups. Including, but not limited to, organizing meetings, developing and distributing agendas in a timely manner, effectively compiling notes and action items for distribution.
- Working with operations, sales, marketing, and external vendors to ensure seamless program development and execution.
- Effectively maintaining our speaker database (Cadmium CD), and the development and delivery of processes and procedures that meet and exceed SETS standards.
- Providing accurate and timely reporting.
- Working with the Education team to evaluate and recommend continuous improvements.
- Other duties as requested.

Experience & Competencies

- Willingness to take the initiative.
- Demonstrated ability to communicate clearly, concisely, and effectively to express information in both written and oral context with internal customers, attendees, team members, and vendors.
- Success with building commitment and engagement with volunteer thought leaders.
- Understanding of scientific program/content design, including, but not limited to, peer-review and developing learning objectives.
- Familiarity with association/non-profit business models.
- Comprehension of, and commitment to, adult education best practices.
- Confidence to ask questions and proactively seek out opportunities to improve how we do things.
- Experience prioritizing, organizing and tracking details, effectively managing deadlines and multiple priorities.
- Willingness to learn and look for ways to improve processes to achieve greater efficiency in pre-, during-, and post-planning phases. It is critical to be open to feedback in order to improve future performance.
- Commitment to strong relationships and quality service to internal team members, external partners and stakeholders; for example, taking the time to understand their objectives so that client and attendee expectations can be exceeded.
- Bachelor's degree and more than five-years of experience developing conference and 'hands on' programing for adult learners in a non-profit organizational environment, or seven plus years combined equivalent of work experience and education, required.
- Willingness to use the Oxford comma.
- Intermediate skill level in Microsoft Excel, PowerPoint and Word.

Preferred Qualifications and Experience

- Experience with Cadmium CD software, Excel, Word, PowerPoint, Adobe, Zoom and Presi.
- Experience with strategic planning process for meetings and events to ensure continual improvement and quality attendee experience.

Job Conditions

Work from the at SETS Office in Alexandria, VA. No telecommuting available.

Some travel, non-traditional work hours, and weekend work required.

Solar Energy Trade Shows, LLC is an Equal Opportunity Employer. This company does not and will not discriminate in employment and personnel practices on the basis of race, sex, age, handicap, religion, national origin or any other basis prohibited by applicable law. Hiring, transferring and promotion practices are performed without regard to the above listed items.

Application

Please submit cover letter and resume to jobs@sets.solar.

Salary based on experience.

Manager / Senior Manager title, based on experience.