

Company	Irish Exporters Association
Location	28 Merrion Square, Dublin 2
Apply by	13 <sup>th</sup> July 2018
Position/Title	Events Manager
Contract type	Permanent, full time
How to apply	If interested, please send a cover letter and resume to: Vicki Caplin, Head of Marketing and acting Head of Business Development vickicaplin@irisheexporters.ie by Friday 13 <sup>th</sup> July.

### The Irish Exporters Association

The Irish Exporters Association (IEA) is the highly progressive and influential independent representative body for all Irish Exporters and internationally traded companies. It provides a seamless set of indispensable services and plays a vital role in guiding its members through their export journey, whether in the manufacturing or services sectors. The IEA performs 3 main functions: **Representing** the needs of members in the development of policy, lobbying and intervention at government level; **Trade Services** offering training, visa and legalisation support and consultancy right across the supply chain covering customs awareness, export compliance, trade know-how and business travel supports; **Knowledge Networks** connect members to new markets, other exporting companies and provide solutions to critical export challenges and general export queries.

### The Opportunity

An exciting opportunity awaits within the IEA for an Events Manager. This is a fantastic opportunity to organise and manage the IEA suite of events and to develop your career within a highly recognised and influential organisation and work with a range of leading Irish and international businesses based in Ireland. The successful candidate will manage key internal and external relationships up to c-suite level including but not limited to the Head of Marketing and acting Head of Business Development, Managers, Chief Executive, President, National Council, Regional Board, Chambers, state agencies and members.

### The Role

As Events Manager you will be part of the marketing team and responsible for developing and driving the association's events in line with the business strategy. This will include all aspects of events, including but not limited to:

*Event Management*

*Sponsorship/Business Development*

*Communications & event marketing collateral*

*Event Ticket Sales*

*PR & Branding*

*Website & Digital marketing*

*Project Planning*

*Relationship Management*

### **Experience Required**

- You will have a minimum of 3 years event management experience with excellent attention to detail and have a clear passion for delivering best-in-class events
- Achievements in the development and integration of event marketing and promotion (including digital)
- Stakeholder and relationship management experience
- Negotiation and influencing skills.

The ideal candidate should have appropriate and relevant qualifications, able to demonstrate experience engaging with all levels of company management, can manage multiple projects and events simultaneously, exceptional work ethic and motivation to excel in a fast-paced environment and proven ability to meet and exceed targets.

The role will require a flexible approach to working and may require working outside normal working hours from time to time. Full clean drivers licence and access to own car desirable.

### **Salary**

Salary for this role is subject to experience.

The Irish Exporters Association is an equal opportunities employer.

### **Details**

CV and cover note should be e-mailed to [vickicaplin@irishexporters.ie](mailto:vickicaplin@irishexporters.ie) titled 'Events Manager'

Closing date for applications: Friday 13th July 2018.