



Title: Events Manager

Reports To: Director of Programs and Events

Direct Reports: None

Status: Salaried, exempt, full-time

About Farm Foundation

Farm Foundation is an independent, nonpartisan organization working across the food and agriculture system to build understanding, strengthen relationships, develop leaders, and advance practical solutions. For more than 90 years, Farm Foundation has created opportunities for people with different perspectives and experiences to learn from one another and explore the issues shaping agriculture. Through dialogue, education, leadership development, research, partnerships, and hands-on learning, Farm Foundation helps move ideas from conversation to action. Learn more at FarmFoundation.org

Position Summary

The Farm Foundation Events Manager supports the successful execution of the organization's programs, events, and campus activities through strong organizational skills, attention to detail, proactive communication, and a collaborative approach. This role is responsible for coordinating key logistical and operational elements of programs and events, helping deliver high-quality experiences for internal and external stakeholders. The Events Manager works closely with the Director of Programs and Events and other team members to coordinate timelines, communications, vendors, technology, and on-site event logistics with a team-first approach and willingness to help wherever needed.

Key Responsibilities

Programs and Events Support (75%)

- Support Farm Foundation programs and events through logistical coordination, including virtual and on-site execution
- Support Farm Foundation's biannual Round Table conferences, including registration management, hotel coordination, participant communication, speaker logistics, and on-site support
- Coordinate Round Table book club, including scheduling meetings, author outreach, and timeline management
- Support the monthly Forum webinar series, including audiovisual technology, calendar invitations, registration, participant communications, and other logistical coordination
- Maintain speaker and event calendars, ensuring alignment across timelines and deliverables
- Coordinate travel arrangements for staff, speakers, and program participants as needed
- Process receipts, reimbursements, invoices, and other event-related expenses
- Maintain positive working relationships with event vendors and service providers

- Maintain accurate event and participant data across event platforms and CRM systems, including registration information, participant lists, contact lists, and event-related reporting
- Develop and maintain contact lists for events, tours, and outreach efforts
- Provide on-site support, including event setup and teardown, registration management, materials preparation, and attendee support
- Coordinate assigned program and event projects as needed

Campus Event Coordination (10%)

- Coordinate client communication, scheduling, and event logistics
- Serve as the primary point of contact for on-campus clients, ensuring a high level of customer service and professionalism
- Coordinate event logistics with vendors and campus staff, including space setup, equipment, access, and cleanup
- Ensure compliance with rental agreements, including required documentation (e.g., COIs), policies, and facility guidelines
- Oversee on-site event execution as needed, including occasional evening and weekend coverage

Team Administrative Support (15%)

- Provide administrative and logistical support for internal team activities and campus-based initiatives as needed
- Maintain CRM event data integrity, including updating contact records, event data reporting, and managing committee and membership affiliations
- Lead the processing of department invoices and credit card expenses, ensuring timely submission, appropriate documentation, and coordination with the Finance team.

Other Responsibilities

- Contribute to the overall success of the Foundation's mission through collaborative forward-thinking and innovative ideas
- Represent Farm Foundation at events, both on and off campus
- Participate in internal and external meetings as required
- Maintain confidentiality of sensitive information
- Other duties may be assigned

Required Skills and Work Experience

- Associate or bachelor's degree in event planning, hospitality, public relations, or related field (or equivalent experience)
 - Experience coordinating multiple stakeholders, vendors, and deadlines
 - Demonstrated experience in events, hospitality, public relations, or related field
 - Strong written and verbal communication skills
 - Strong attention to detail and organizational ability
 - Strong customer service and interpersonal skills
 - Proven ability to manage multiple projects simultaneously
 - Ability to work independently, prioritize tasks, and seek guidance when needed
 - Willingness to assist with event setup, teardown, materials handling, and other hands-on event logistics
 - Proficiency with Microsoft Office Suite
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Core Competencies

- Commitment to Farm Foundation's mission, vision, and values
 - Ability to manage competing deadlines while maintaining attention to detail
 - Highly organized, self-motivated, and dependable
 - Strong problem-solving and adaptability
 - Ability to work effectively in a small team environment
 - Proactive communication style
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Preferred Skills and Qualities

- Experience coordinating events of varying complexity
 - Comfort working in a client-facing role
 - Ability to troubleshoot issues calmly during live events
 - Familiarity with event management platforms (Swoogo preferred) and CRM systems (Little Green Light)
 - Experience facilitating virtual events or webinars (Zoom, MS Teams)
 - Nonprofit experience
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Work Environment

- This is a hybrid position based at the Farm Foundation Campus in Libertyville, Illinois. Employees are expected to work on-site at the campus a minimum of two days per month, regardless of their home location. Additional on-site attendance will be required to support programs, events, meetings, and other organizational needs.
- Employees working remotely must have reliable, high-speed internet access sufficient to support video conferencing, virtual events, and other online work responsibilities.
- Full-time role with occasional evening and weekend work required



- Approximately 10–15% travel, primarily within the United States, with occasional international travel as needed. Travel includes agricultural tour scouting trips and weeklong Round Table conferences in January and June.
- Ability to occasionally lift and/or move up to 40 pounds
- Use of standard office equipment required
- Smoke- and drug-free workplace
- Equal Opportunity Employer

How to Apply

- Submit (1) an attached cover letter, (2) an attached resume, (3) indicate in your email how you learned of the position opening to careers@farmfoundation.org
- Write your Last, then First name in the subject line
- Interviews will begin when qualified candidates apply. The position is to start as soon as possible.

Compensation and Benefits

- The target salary range for this position is \$60,000-\$70,000 commensurate with experience and skills.
- Benefits package includes medical (with percentage of the premium paid for by the employer, based on which plan is chosen) dental, and vision; life and short- and long-term disability coverage. 401(k) Retirement plan offered with a 5% employer contribution and an additional 4% match of employee contributions. Paid vacation and holidays in addition to ½ day Fridays in the summer.