



804 E St. Mary Blvd. Lafayette, Louisiana 70503 // o 337.233.2705 // f 337.234.8671 // OneAcadiana.org

Manager, Events & Special Programming

Organization overview:

One Acadiana (1A) is a business-led organization that grew out of the former Greater Lafayette Chamber of Commerce. We are focused on making Acadiana one of the most sought-after places in the South for business and professional talent. We serve as Acadiana's regional economic development group and as the central business organization for Lafayette.

Representing roughly 950 businesses throughout a nine-parish (county) area in South Louisiana, 1A is dedicated to moving the region forward. Our strategic approach to improving Acadiana's business climate includes cultivating a portfolio of competitive assets, marketing and promoting the region, and revitalizing our urban core.

In order to improve the quality and long-term sustainability of our regional community and economy, we believe business needs to contribute effective leadership. We know achieving our full potential will require a collaborative approach, which is why we built an inclusive organization that welcomes members, investors, and community partners to work with us in making Acadiana a place that defies social and political fragmentation by forging alliances and developing solutions.

1A is located in the City of Lafayette and serves a region of roughly 700,000 people with a vibrant culture and unique entrepreneurial spirit.

Position overview:

The Manager, Events & Special Programming is responsible for planning, coordinating, and producing One Acadiana's program of events. The position also serves as project manager of event outreach and select projects of strategic significance. The primary duties include designing events, developing event budgets, securing event sponsorships, project managing event communications, and coordinating event logistics (including speakers and sponsorship obligations). The position works in close collaboration with the Director of Marketing and Communications, to ensure target attendance and meaningful engagement of One Acadiana investors, members, and partners. The Manager is responsible for designing events that support One Acadiana's strategic priorities and position the organization as intelligent, proactive, and results-oriented.

Responsibilities:

- Planning, coordinating, and producing all One Acadiana events, including but not limited to: Regional Celebration (1/year), Annual Investor Meeting (1/year), Leadership Exchange (bi-annual), Building the Region Conference (1/year), Lessons from the Corner Office (3/year), Acadiana Women's Network (4/year), An Expert's Perspective (3/year), Member Business Socials (3/year), and Council Luncheons (monthly)
- Maintaining and managing a comprehensive plan for One Acadiana's program of events, including a calendar of planned events and annual sponsorship guide



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- Securing event sponsors and ensuring follow-through on agreed sponsorship benefits
- Developing and tracking departmental budget and budgets for individual events in close collaboration with Director of Marketing & Communications
- Setting up events and registration in internal platforms (e.g., Salesforce, soapbox)
- Working with Marketing & Communications team to craft event descriptions, post events online, develop invitations, and produce other promotional materials
- Project managing outreach for events, including email, mail, and personal outreach
- Negotiating contracts for venues and vendors, including requesting bids and quotes for services
- Managing all vendors and other contract labor for event production
- Ensuring event and attendee records are captured within organization database (Salesforce platform), including invoices and receipts
- Project managing select strategic initiatives and/or community focused projects (e.g., select talent attraction and retention activities)

Requirements:

- Excellent organization and planning skills, with exceptional attention to detail
- Strong project management skills with ability to delegate/outsource tasks while providing a high degree accountability
- Energetic self-starter and proven team player with the interpersonal skills and expertise to work with multiple stakeholders
- Ability to work well under time pressure and short deadlines
- Strong written and oral communication skills
- Working knowledge of various design software applications (e.g., Adobe InDesign, Illustrator)
- Familiarity with marketing and mass communications
- Familiarity with program budgets
- Proficiency in Microsoft Office products (Word, Excel, Outlook, and PowerPoint)
- Ability to manage contract labor and volunteers
- 3+ years of work experience in event management/production, non-profit work (including chambers of commerce or similar groups), communications, volunteer coordination, community building, or related fields
- Associate's or Bachelor's degree required

To apply:

Please submit your cover letter and resume to jobs@oneacadiana.org and include the job title in the subject line.

DISCLAIMER:

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all work requirements which may be inherent in the position. They may be subject to change at any time due to reasonable accommodation or other reasons.