



Events & Programs Manager

Reports To: VP of Operations & Administration

Employment Type: Full-Time, Salary, Exempt

Position: Mid-Level Manager

Job Summary

The Events & Programs Manager is responsible for leading the planning, coordination, management, and execution of all South Texas Business Partnership (SoTX) signature events, programs, event host committees and meetings, and special initiatives. This is a working manager position responsible for every stage of event production, from concept development and budgeting through post-event evaluation. The Manager serves as the project lead for each event, overseeing timelines, event budgets, sponsorship packages and fulfillment, vendors, speakers, panelists, moderators, volunteers, registration, logistics, event marketing coordination with Marketing & Communications Coordinator, run-of-show development, and on-site execution while collaborating with staff, board members, sponsors, and community partners.

The Manager provides strategic leadership for all events, ensuring each program is thoughtfully planned, professionally executed, financially responsible, forward-thinking, and delivers an exceptional experience that reflects the mission, brand, and reputation of the South Texas Business Partnership throughout the region.

Essential Duties & Responsibilities

- Lead the planning, organization, and execution of all SoTX signature events, programs, fundraisers, and support networking events, ribbon cuttings, annual meetings, and committee events.
- Serve as project manager for each event, developing timelines, production schedules, budgets, and planning documents.
- Recruit, organize, and lead host committees and planning meetings.
- Coordinate speakers, panelists, moderators, elected officials, VIPs, sponsors, volunteers, and vendors.
- Develop and manage event agendas, scripts, presentations, and detailed run-of-show documents.
- Oversee venue logistics, catering, audiovisual production, signage, décor, registration, seating, and event setup.



- Coordinate and oversee all logistics for off-site events throughout South Texas, including venue coordination, travel planning, equipment transportation, vendor management, and on-site execution.
- Work closely with the Marketing & Communications Coordinator on invitations, social media, website updates, printed collateral, and promotional campaigns.
- Manage sponsorship fulfillment, event budgets, invoices, purchase requests, and event financial reconciliation with leadership.
- Direct all on-site event operations including setup, execution, troubleshooting, volunteer coordination, and breakdown.
- Prepare post-event reports, evaluations, attendance metrics, sponsor fulfillment reports, and recommendations for future improvements.
- Maintain organized event files, templates, vendor contacts, planning documents, and inventory.
- Provide administrative support as needed and perform other duties as assigned.

Required Knowledge, Experience, Education and Skills

- Associate or bachelor's degree preferred in Event Management, Business Administration, Marketing, Communications, Hospitality, or related field.
- Three (3) to five (5) years of progressively responsible experience leading complex events, conferences, fundraisers, or organizational programs.
- Strong project management, budgeting, organizational, and time management skills.
- Experience working with executive leadership, boards, committees, sponsors, vendors, and volunteers.
- Excellent written, verbal, and interpersonal communication skills.
- Proficiency with Microsoft Office Suite; experience with CRM/event software, Canva, and email marketing platforms preferred.
- Ability to manage multiple projects and deadlines in a fast-paced environment.
- Strong customer service mindset with sound judgment and problem-solving skills.
- Ability to work independently while collaborating effectively with a team.

Compensation

Compensation commensurate with qualifications, relevant experience, and demonstrated ability to successfully lead complex events, programs, and organizational initiatives.

Benefits

Benefits in accordance with the South Texas Business Partnership Employee Handbook.



Schedule & Expected Hours of Work

This is a full-time, exempt position. Regular office hours are Monday through Friday, 9:00 a.m. to 5:00 p.m. Hours may vary based on meetings, event schedules, project deadlines, and organizational priorities. The position requires flexibility to work early mornings, evenings, weekends, and occasional travel as needed for events and other organizational responsibilities. Regular attendance and punctuality are essential.

Work Location

Onsite: 3128 Sidney Brooks, San Antonio, Texas 78235. Offsite throughout South Texas as needed.

Physical Demands

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, reach with hands and arms, climb stairs, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds and assist with event setup and breakdown.

Travel Requirements

Local and occasional regional travel throughout San Antonio and South Texas is required. A valid Texas driver's license, reliable transportation, and proof of automobile insurance are required.

At-Will Employment

Employment with South Texas Business Partnership (SoTX) is at-will. Either the employee or SoTX may terminate the employment relationship at any time, with or without notice and with or without cause, subject to applicable law. Nothing in this job description creates a contract of employment or guarantees employment for any specific duration. Duties may be modified at any time to meet organizational needs.

Equal Opportunity Employer

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability, or any other status protected by applicable law.



Submission for Consideration Process

Thank you for your interest in employment opportunities with the South Texas Business Partnership.

To be considered for the **Events & Programs Manager** position, applicants must submit the following:

- Cover letter
- Current resume
- Salary expectations
- Three professional references, including:
 - Full name
 - Professional title
 - Company/organization
 - Relationship to applicant
 - Email address
 - Phone number

Please email all application materials to info@sotxpartnership.org with the following subject line:

Subject Line: Events & Programs Manager Position

Applicants must submit all required application materials to be considered. Incomplete submissions may not be considered.

Employment-at-Will

The South Texas Business Partnership is an at-will employer. This means that either the employee or the Partnership may terminate the employment relationship at any time, with or without notice and with or without cause, subject to applicable law. Employment with the Partnership is for no specified period of time.