



JOB TITLE: Events Manager (contract)

Overview

Established in 1995 to provide education to children in Mumbai slums, Pratham (which means “first” in Sanskrit) is now one of the largest and most successful non-governmental education organizations in India. Working in collaboration with governments, communities, parents, teachers, and volunteers, we focus on innovative interventions to address gaps in the education system. The clarity of our mission—“every child in school and learning well”—drives our focus to make an impact on the lives of India’s children and extends from our leadership to our team in the field.

With operations in 21 of India's 29 states, Pratham reaches millions of children and youth each year, from Kashmir to Tamil Nadu. Our methods have also spread beyond India's borders through ASER (Annual Status of Education Report), India’s largest citizen-led assessment which has inspired parallel assessments of children's learning in fourteen countries across the world.

What we do

Develop Innovative Programs - Pratham uses outcome-driven programs that reconfigure teaching methodologies and challenge ineffective learning mechanisms. Our strategies focus on results, accountability and continuous learning and improvement.

Build Scalable Models - Pratham's low-cost learning models are rigorously tested and evaluated so they can be easily replicated on a larger scale to provide quality education to every child.

Advocate Change - Pratham’s willingness to take risks, adapt to changing circumstances and look beyond our programs gives us the leverage to create broader change. We amplify our impact by freely sharing information with other nonprofits and using our findings to advocate for large-scale policy changes.

Inspire Action - We engage parents, teachers and government to make learning a community effort. Local volunteers are vetted, trained and monitored to help implement learning interventions at the grassroots level using Pratham’s high-quality teaching materials.

Pratham USA

Pratham USA is a volunteer-driven organization with 13 chapters across the



United States that raise awareness and mobilize financial resources for our work on the ground. With a four-star rating (the highest possible) from Charity Navigator, Pratham USA demonstrates accountability and transparency as a non profit organization. More information about Pratham USA can be found here: [|Pratham USA](#)

Job Description

Pratham USA is looking for an experienced Events professional with a high value background and established technical events skills to join Pratham USA's Events team within the Marketing and Communications Function. The events team deliver an annual program (across 13 USA chapters) of cross-organizational events, working closely with Individual Giving, Corporate and Trusts & Foundations development specialists. We are a small but ambitious team, tasked with raising income and delivering a successful stewardship strategy for donors. The events program, therefore, contains a mix of high-value fundraising events, third-party partnerships and stewardship events. Working on both existing events and developing new initiatives, you have a high degree of creativity and donor insight, with your aim to secure committed long-term engagement and maximize income.

This role requires you to work proactively and independently with minimal supervision as well as the ability to communicate and influence at a high level. This Events Manager will report to the Associate Director, Events.

Specific Responsibilities

- Leadership of a number of stewardship events (development and delivery) - managing the program, budget, staffing, guestlist, speakers, performers and catering
- These include but are not limited to prestigious 700+ people fundraising events (Galas, in person and virtual; pre-gala high end donor events), a hybrid national conference for chapter Board members in the US and smaller (25 - 200 people) donor engagement forums such as Salons and discussion panels
- Create and manage budget/s and timelines
- Work with Chapters to identify dates, venues, caterers, décor, entertainment and AV companies
- Work with our legal specialists to write partnership and supplier agreements. Work closely with development managers across the organization to seek out new opportunities and collaborations to maximize income and generate new prospects.
- Work with our Marketing and Communications team to create and produce effective marketing assets



Required Skills and Competencies

- Bachelor's degree with a minimum of 5+ years experience in Event Management
- Prior management level experience required in an entrepreneurial environment
- Exceptional organizational and project management skills specifically related to income generating event management
- Build strong relationships with event committees, senior staff and volunteers, sponsors, companies and suppliers - managing these relationships to ensure high level buy in and support on all events
- Feel comfortable networking with external influential and high-profile individuals, donors, corporate partners, as well as internal senior stakeholders
- Proven senior stakeholder management and negotiation skills
- Excellent communication skills with the ability to convey key messages in a clear, effective way and interact with a variety of individuals at all levels
- Expert knowledge of charity and fundraising laws and regulations
- Experience of working with high net worth and high-profile individuals
- To be successful you will have experience of delivering a range of high value events to exceptional high standards
- Digitally savvy - strong experience of delivering hybrid and purely virtual high impact events
- Experience working with CRM systems is desirable

Compensation

The position is temporary for 6 months with a potential to become permanent with competitive compensation commensurate to experience and skillset.

Location and Travel

This is a remote/work from home role based in the USA. Travel within the US is required (30-40 days of the year including weekends), sometimes at short notice.

How to Apply

Email a cover letter describing your qualifications and relevant experience, a resume and salary requirements to hiring@prathamusa.org.

Pratham is an equal opportunity employer and encourages people from diverse backgrounds to apply for positions within our organization.