

## **POSITION DESCRIPTION**

**POSITION TITLE:** Director of Public Programs  
**REPORTS TO:** President & CEO  
**STATUS:** Full-time, Exempt  
**LOCATION:** Columbus, OH USA  
**POSTED:** October 27, 2011

**ORGANIZATIONAL OVERVIEW:** The Columbus Council on World Affairs (CCWA) is a non-partisan, non-profit organization with a long history of educating central Ohio schools, businesses, and citizens on world affairs. CCWA's mission is to increase global awareness in the Columbus Region. CCWA's current staff consists of four dedicated professionals including the President & CEO, Director of K-12 Programs, Director of Public Programs, and Manager of Office Administration and Membership.

### **Position Summary:**

Direct all aspects of the organization's Public Programs including planning, funding, budgeting, marketing, implementation, and assessment. These programs include: a) Signature Luncheons, a monthly distinguished lecture series geared to the professional community b) Evening Lectures, after-work presentations led by visiting and local experts on key foreign policy issues c) Great Decisions Discussion Groups d) Travel the World, a partnership program with the Philadelphia Council and e) Special opportunity and cultivation events.

Manage the Council's highest profile and annual fundraising event for 700 - the International Awards Ceremony. Responsibilities include coordination of contractual agreements, audiovisual and communications, marketing and event materials, and event logistics.

Support CEO with sponsors relations and organizational marketing including maintaining an updated website, staffing the Board's Marketing Committee, and liaising with the Council's communications firm.

Specific duties include:

- 1. Program Design:** Design the content and outline the specifics of all public programs, including the selection of speakers, selection of agenda activities, defining of community partnerships and corporate sponsorship.
- 2. Marketing and Event Planning:** Manage all aspects of promoting events, securing attendees, selling tables, and attracting sponsors. Work with Manager of Office Administration to coordinate all event logistics from registration, catering, pricing and on-site management.
- 3. Corporate Relations:** In partnership with CEO, leverage current and build new corporate relationships in the community. Includes prospect research, proposal writing, and sales presentations.
- 4. Community Relations:** Build effective relationships and partnerships with a variety of community organizations. Represent the organization at public events. Provide follow up for incoming community requests.
- 5. Results Management:** Establish annual programmatic and financial goals, track and analyze progress, and adapt accordingly. Financial management includes developing program budgets, monitoring expenses, and securing revenue for programs.

6. **Volunteer and Intern Management:** As needed

7. Perform additional duties as assigned by President & CEO.

**QUALIFICATIONS:**

Attributes: Candidate must be self-motivated, results-oriented, versatile, poised, collaborative, embrace diversity, self-learner, passionate about global affairs, able to thrive in a small, fast-paced office, and results-oriented.

Skills/Experience: Candidate must have excellent relationship-building skills coupled with exceptional written and interpersonal communication skills. Experience in event planning and building partnerships is crucial. Candidate should be organized and detail-oriented; proficient in MS Office and open to learning new technology; Understanding, education, and experience in international affairs are critical. Foreign language fluency is a plus.

**COMPENSATION:** \$32,000-\$40,000

**TO APPLY:**

Please send resume with a cover letter detailing a) how you meet the listed qualifications and b) describing your salary expectations to [apply@columbusworldaffairs.org](mailto:apply@columbusworldaffairs.org)

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