

The FIDO Alliance is seeking an experienced events professional to organize excellent industry and member events.

Reporting to FIDO Alliance's Senior Events & Marketing Manager, the Events Specialist will be a critical contributor to FIDO Alliance's events program - which includes several in person events, webcasts, industry tradeshows and its flagship Authenticate conference each year. The FIDO Alliance Events Specialist is responsible for supporting the planning, organization, and execution of events that promote the organization's mission and goals. This includes coordinating with vendors and suppliers, assisting with event project management and ensuring that all aspects of the event run smoothly in order to ensure sponsor satisfaction and retention. The Events Specialist will also be responsible for developing and maintaining relationships with members and partners of the FIDO Alliance to drive engagement and recurring sponsorship sales.

Event Planning & Execution

- Lead the end-to-end planning, coordination, and execution of events, including conferences, trade shows, networking events, webcasts and corporate gatherings.
- Develop and manage event timelines, budgets, and logistics to ensure successful delivery.
- Coordinate with internal teams, vendors, and venues to manage all aspects of event production.
- Oversee onsite event operations, troubleshooting issues as they arise to ensure smooth execution.
- Support speaker and panelist logistics as needed, including outreach, scheduling, and content coordination.
- Collaborate with marketing teams to develop event promotions, communication plans, and audience engagement strategies.

Sponsorship Logistics & Retention

- Develop and maintain strong relationships with sponsors to maximize retention and long-term partnerships.
- Actively manage event sponsorship pipelines and drive recurring sponsorship sales
- Coordinate sponsorship fulfillment, including contracting, branding, activations, speaking opportunities, and other deliverables.
- Track and report on sponsorship performance, providing post-event analytics and insights.
- Identify new sponsorship opportunities and create compelling sponsorship packages to drive revenue.

Post-Event Analysis & Continuous Improvement

- Conduct post-event evaluations, gathering feedback from attendees, sponsors, and stakeholders.
- Analyze event performance and implement improvements for future events.
- Maintain detailed records and reports on event success metrics and financial performance.
- Assist with financial analysis of events.

ESSENTIAL REQUIREMENTS

- Bachelor's degree in Event Management, Marketing, Business, or a related field.
- 3-5 years of experience in event planning, sponsorship management, or a related role.
- Strong project management skills with the ability to multitask and meet deadlines.
- Excellent communication and negotiation skills to manage sponsors and vendors.
- Proficiency in event and project management software, CRM platforms, and budgeting tools.
- Ability to work flexible hours, including evenings and weekends as needed.
- Strong problem-solving skills and the ability to stay calm under pressure.

BENEFITS

Competitive salary and bonus

Unlimited vacation policy

Benefits package including healthcare, 401(k) and more