

**Title:** Events Manager  
**Employment type:** Full Time, Exempt, Hybrid (Commutable to Office)  
**Location:** King of Prussia, Pennsylvania  
**Application deadline:** August 31, 2025  
**Contact:** HR@internationalministries.org

## POSITION OVERVIEW

The Events Manager plans, develops, and executes International Ministries (IM) events and is responsible for expense management for all International Ministries special events, including but not limited to World Mission Conference, ABC's Biennial, Hear the Call, Conference for Missionaries, and events from new or existing partnerships. This role leads cross-functionally by coordinating working teams to plan and supervise personnel during special events.

## RESPONSIBILITIES

- Develop budgets and be responsible for expense management for all International Ministries special events
- Responsible for contract negotiations and decisions, performing site inspections, and the strategic planning of each event's logistics, including but not limited to travel, housing, meals, technology, registration, and translation.
- Works closely with senior leadership to ensure that public relations for how IM wants to present itself to the target audience for each event is delivered
- Leads planning meetings and communicates with leaders, staff, global personnel, and guests about the purpose and goal of each event.
- Support and participate in the creative process for planning, and be responsible for executing and leading the event as planned
- Develop, communicate, and oversee the detailed itineraries for IM personnel participating in the event
- Develops and executes strategic sponsorship initiatives to secure financial and in-kind support, aligning 'partner' interests with the event's mission and audience engagement goals.

## QUALIFICATIONS AND EXPERIENCE

### *Education, License, Certification*

- High School diploma or equivalent with 5+ years of event planning experience
- Bachelor's degree in Hospitality, Event Management, Public Relations or related field preferred

### *Experience (job-related)*

- Minimum 2 years of event planning experience
- Portfolio of successfully managed events
- Some experience in production or directing performance, a plus
- Non-profit and faith-based experience, preferred

### *Knowledge, Skills, and Abilities (KSA)*

- Project management skills; exceptional organization and time management skills
- Ability to work with a broad scope and the more finite details to execute seamless planning
- High administrative capacity and the ability to manage many details with accuracy
- Effective communication, both verbal and written
- Effective problem-solver and independent self-starter
- Willingness to work in a multi-cultural and cross-cultural setting.

*International Ministries, also known as the American Baptist Foreign Mission Society, works cross-culturally to invite people to become disciples of Jesus Christ and to proclaim, through both word and deed, God's reign of justice, peace and abundant life for all creation.*

- Microsoft Suite and applicable software, i.e., Asana and/or other project management software
- Understanding of ABC history and culture, a plus

**How to Apply**

To apply, email [HR@internationalministries.org](mailto:HR@internationalministries.org). Identify the position title and where you learned of the vacancy in the subject line. Attach a current resume and any supporting documentation for further evaluation of qualifications and experience. Thank you in advance for your interest in joining IM's mission.

International Ministries is an EEO employer and provides a comprehensive and flexible benefit package. A detailed description of this position is available upon request.