

Council for Quality Growth PROGRAMS MANAGER

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This professional level position is responsible for driving sponsorship revenue and developing high-impact content, in coordination with membership and policy teams, for the Council's robust schedule of programs and events. The Council for Quality Growth is a 41-year-old trade association representing over 325 member companies across metro Atlanta's growth and development industry. Our mission is to promote balanced and responsible growth while proactively representing a complex network of stakeholders and member interests. The ideal candidate has experience in event management, a proven track record with sales and fundraising, an understanding of the development industry, and a desire to contribute to programming that advances the organization's mission. Candidates should have excellent verbal and written communication skills and the ability to work in a detail-oriented manner in a fast-paced, multi-faceted environment. This role works alongside the Events Manager and reports directly to the Vice President of Membership & Operations.

Key Responsibilities:

Revenue Generations & Sponsorship Sales

- Lead fundraising efforts for the Council's full annual schedule of programs and events, achieving the Board-approved strategic and financial objectives
- Generate and maximize program revenue through sponsorship sales across full scope of organization's programming, including approximately 15 annual signature events, policy programs and dinners, monthly Advisory Roundtable program, Emerging Leaders Initiative events, Quality Growth Institute educational programming, Board of Directors meetings, the annual Four Pillar Tribute, and other events as determined by the organization's objectives
- Identify, prospect, and secure new event sponsors among membership base and externally to non-members
- Achieve and exceed program revenue targets established in Council's annual budget

Financial Oversight & Accountability

- Develop and manage event budgets in collaboration with Events Manager, with approval of Vice President
- Track revenues through event lifecycle, collaborating with Events Manager on expenditures to ensure events are meeting or exceeding budgeted net profits
- Consolidate income and generate Profit & Loss reports at the close of each program and event
- Manage accounts receivable activity for all events, including sponsor invoicing, proactive collections outreach, and resolution of outstanding balances
- Provide regular reporting to Vice President on event revenue and profitability projections

Strategic Content Development

- Curate timely and relevant content for Council programs and events, including but not limited to speaker recruitment and coordination, content research and conceptualization, and crafting compelling event messaging
- Ensure program content is aligned with the interests of members and sponsors
- Identify new opportunities for an expanded and/or improved program schedule within the Council's offering

Sponsor Engagement

- Ensure accurate and timely execution of sponsor benefits, including logo placement, collecting attendee information, coordinating collateral, and ensuring proper recognition and visibility at events
- Maintain proactive communication with sponsors through the event life cycle, serving as primary point of contact for questions and sponsor deliverables
- Foster and expand relationships with event sponsors to drive return support and increased investment in the Council

Knowledge, Abilities & Critical Skills Required:

- High professional and ethical standards with a commitment to excellence and customer service
- Proven successful sales record (sponsorship sales or fundraising experience is essential)
- Strong business acumen and ability to curate proposals and navigate objections to ensure program profitability
- Strong verbal, written, and interpersonal communication skills, and the ability to comfortably interface with members, industry partner organizations, policy makers, corporate executives, and community leaders
- Ability to build and maintain strategic partnerships with members, sponsors, and other organizations
- Highly proactive and self-starting; ability to anticipate needs and use resources effectively
- Professional and composed in high-visibility environments
- Highly skilled in establishing priorities, time management, and independent thinking
- Must be a detail-oriented team player willing to work in a small, interconnected office environment
- Strong knowledge of software applications to deliver and enhance work products (Microsoft Office Outlook, Word, Excel, PowerPoint, CRMs, Zoom), knowledge of Word Press and Adobe Suite a plus
- Familiarity with the development industry and a general understanding of state/local government structure is a plus

Education and Experience Requirements:

Bachelor's degree with major course work in communications, business, marketing, or related areas required. At least 2 years' professional experience in event production, marketing, sales, trade organization programming, or event management preferred. Experience in the development industry, membership organizations, or direct non-profit fundraising is a plus.

Compensation: Base salary plus established sales incentive plan. Base salary commensurate with experience, proven sales record, and industry knowledge. Full benefits package available including medical, dental, vision, 401K match, mileage/expense reimbursement, and more.

Contact: Kathryn Jones, Vice President, Membership & Operations
Submit resume via email to: kj@councilforqualitygrowth.org

This is a full-time, on-site position based in our office in Sandy Springs. A personal vehicle is required for travel to local events around the metro Atlanta region.

About the Council for Quality Growth

The Council for Quality Growth is a trade organization that works to ensure continued growth and economic success for generations to come by providing advocacy, information, and education to its members. In its 41st year, the Council is committed to the mission of promoting balanced and responsible growth and is proactively involved in the formulation of policy and legislation critical to the growth and development industry. The Council addresses, head-on, strategic economic planning, infrastructure needs, and tough quality-of-life issues throughout the metro Atlanta region and state. For more information, please visit <http://www.councilforqualitygrowth.org>.