

Position Title: Special Events Manager

Terms: Full-Time, Exempt

Department: Talent and Education

Location: 300 N Broadway Ste 3A, Green Bay, WI

Reports To: Vice President, Talent and Education

The Greater Green Bay Chamber is seeking a highly motivated, dependable, creative, fun, and energetic person to serve as the Special Events Manager. Working with a dedicated and high-performing team, the ideal person will drive and deliver results to help us achieve our measures of success while working with their team and stakeholders dedicated to the mission and goals of the Greater Green Bay Chamber.

About Us:

Established in 1882, the Greater Green Bay Chamber's mission is to strengthen member businesses, support economic and workforce development, attract, develop, and retain talent through a focus on talent and education, and enhance the quality of life in our community and region.

About the Role:

The Special Events Manager is responsible for planning, coordinating, and executing various Chamber events. From strategic planning and budgeting to vendor partnerships, sponsorship renewals, and on-site leadership, this role ensures every event is meaningful, well-organized, and financially responsible.

Primary Responsibilities

- **Event Planning & Strategy:** Develop event plans, including themes, objectives, and schedules, to support organizational goals.
- **Budget Oversight:** Create and manage event budgets; track expenses to ensure budget management.
- **Sponsorship Management:** Lead renewal efforts and help grow partnerships with sponsors.
- **Vendor Partnerships:** Source, negotiate, and coordinate with Chamber-member vendors (caterers, entertainment, decorators, etc.).
- **Logistics Coordination:** Oversee event logistics including venue selection, seating, parking, and flow.
- **Staff & Volunteer Management:** train, coordinate, and guide staff and volunteers to ensure efficient preparation and teamwork.

- **Marketing & Promotion:** Collaborate with the marketing team on promotional strategies, communications, and invitations.
- **On-Site Leadership:** Lead the Chamber team during events to deliver a seamless experience and maximize community impact.
- **Problem Solving:** Proactively identify, address, and resolve any challenges that may arise during both the planning stages and the execution of the event.
- **Compliance:** Secure required permits and ensure adherence to health, safety, and legal standards for all events.


General Responsibilities

- Collaborate with colleagues across departments to support organizational priorities and ensure alignment with Chamber goals.
- Contribute to broader Talent and Education initiatives, providing insight and support where needed.
- Take ownership of additional projects or responsibilities as assigned, demonstrating flexibility and initiative.

Candidate Requirements

- Bachelor's degree in event management, hospitality, marketing, or related field (or equivalent experience).
- Demonstrated success in planning and executing events of varying sizes.
- Strong organizational, project management, and multitasking skills.
- Excellent communication and interpersonal abilities.
- Proven experience with budget development and management.
- Team-oriented mindset with the ability to foster collaboration.
- Customer service focus and results-driven approach.
- Flexibility to work occasional evenings and weekends, as required.
- Valid driver's license.

Updated August 29, 2025

Decorative geometric shapes consisting of a light beige trapezoid and a green triangle at the bottom right of the page.