



**SUSTAINCERT**  
KNOW YOUR IMPACT

JOB DESCRIPTION

# EVENT MANAGER

DECEMBER 2021



We are looking for an Event Manager to increase our presence on key events across the global sustainability landscape and manage the planning and execution of SustainCERT-led events.

You bring a proven track record planning and organizing a variety of events and enjoy working in dynamic and global environment? This is a great opportunity to join a team of mission-driven individuals with big ideas, tireless optimism and the belief that our work can change the world.

## 1. ABOUT SUSTAINCERT

At SustainCERT, we help businesses and investors quantify and report on the social and environmental impacts from a wide range of sustainability interventions. Our role is to provide evidence of progress and ensure climate and sustainability pledges bring real, meaningful impact on the ground.

We leverage technology to drive a digital transformation in our industry and improve the way impacts can be measured, reported and verified. More simplicity, more affordability, more efficiency and always the same level of accuracy and credibility: we are on a mission to mainstream best-practice for the benefit of all – businesses, people and the planet.

## 2. ABOUT THE POSITION

Reporting to the Communications & Marketing Director, the Event Manager will lead SustainCERT's event strategy, working to increase our presence and visibility in key industry events (worldwide) and organising our own online and in-person conferences, webinars, workshops.

The Event Manager will contribute to building the SustainCERT brand, increasing awareness and strengthening expert positioning by leveraging events to foster inspiring, meaningful and original conversations around Carbon Markets, Scope 3 reprotting and the role of technology/Innovation. This role will require cross-department collaboration, excellent project management skills and hands-on work.

This position is ideally located in Amsterdam with potential travel (Europe/International) depending on health restrictions. Other locations can be discussed for the right candidate.

## 3. PRIMARY RESPONSIBILITIES AND TASKS

Increase our presence in key industry events

- Research industry events and speaking opportunities (international) that support SustainCERT's strategic priorities.
- Develop SustainCERT's event roadmap together with communications, business development and the leadership team.
- Proactively pitch and secure speaking opportunities (keynote address, panel participation, moderation, etc.) for key representatives.



- Build contact list and cultivate relationships with partner organizations and industry events.
- Work closely with communications and the leadership team to
- Lead all event/panel/breakout submissions – coordinate internally to develop proposal and ensure timely submissions.
- Act as the main point of contact for events, manage all incoming enquiries and coordinate speaking engagements with the team.
- Participate in briefing calls and help prepare speaking points.
- Coordinate with communications to ensure visibility is amplified

Lead the organisation and delivery of SustainCERT-led events

- Evaluate SustainCERT-led event opportunities (online and physical) and shape event programming that supports strategic priorities.
- Work closely with the leadership team, stakeholders and partner organizations to develop concept and content for selected events.
- Produce detailed briefs for selected events, including timelines, venues or platforms, suppliers and budgets.
- Manage budget, planning and execution of selected events, including logistics and third-party and suppliers management.
- Coordinate promotional activities, audience acquisition, branding and asset creation with Communications & Marketing Director.
- Handle pre- and post-event actions, including event summaries, speaker briefings, wrap up reports and feedback, ROI and budget finalization.

## 4. QUALIFICATIONS

- Minimum 3-4 years working experience as Event Coordinator/Manager in the Climate Tech space (preferred) or within organizations focused on climate change / sustainability.
- Experience building successful relationships with industry events and a proven ability to secure speaking engagements.
- Excellent command of English is required, French is an asset.
- A successful track record executing events from conception to completion.
- Experience working with 3<sup>rd</sup> party vendors and managing budgets.
- Excellent communication and relationship building skills.
- Proven organization, project management and negotiation skills.
- Team player with experience working in deadline-driven environments.
- Experience working in remote teams.
- Ability to work independently and on own initiative.

## 5. RECRUITMENT PROCESS AND TIMELINE

Applications can be sent to [recruitment@sustain-cert.com](mailto:recruitment@sustain-cert.com). The position will remain open until a suitable candidate is found. Candidates selected for a firstround interview will be notified by email. Please note candidates will not be notified unless selected for an interview.



Salary will be based on experience and include benefits (e.g 5 weeks paid leave).