



Communications and Events Manager

Job Summary:

The Virginia Energy Efficiency Council (VAEEC) seeks a Communications and Events Manager to join our team. This role is ideal for a highly organized, motivated individual eager to support strategic outreach efforts by managing event logistics, drafting compelling content, and providing operational support to VAEEC staff.

The Communications and Events Manager will plan and execute our biannual forums and webinars, develop original content for educational and marketing purposes, and maintain our online presence.

The ideal candidate will have a personal interest in advancing clean energy and/or climate initiatives. This position will report directly to the Manager of Research and Strategic Partnerships.

About the Virginia Energy Efficiency Council (VAEEC):

Founded in 2012, VAEEC is a 501c3 organization headquartered in Richmond, whose goal is to facilitate discussions and share resources to advance energy efficiency throughout the Commonwealth. We engage our members to identify barriers to and opportunities for energy efficiency advancement and to develop a strong, fact-based, and balanced industry voice before policymakers and regulators. Our diverse group of over 100 members includes Fortune 500 companies, nonprofits, local governments, state agencies, and more, whose vision is for energy efficiency to be an integral part of Virginia's economy and clean energy future.

Essential Duties and Responsibilities:

Event Planning and Coordination

- Plan and execute our two biannual meetings and webinars, including managing logistics, technology, and timelines
- Coordinate on-site logistics and virtual event support, ensuring smooth operations
- Work closely with other organizations throughout the year to plan for an annual clean energy conference
- Manage board meeting logistics including gathering RSVP's, communicating with the board host, and managing software and technology during the meeting.

Content Creation and Marketing

- Develop content for social media, newsletters, reports, and event materials
- Send monthly e-newsletters and quarterly emails to membership segments
- Collaborate with programmatic staff to develop case studies on key programs
- Track social media metrics
- Manage the VAEEC's content calendar

Operations Support

- Manage calendars, emails, and logistics for quarterly committee and board meetings and other internal meetings as needed
- Prepare materials and take notes for weekly staff meetings and quarterly committee and board meetings
- Staff the education and events committee

- Manage and maintain customer relationship management software
- Manage and maintain the VAEEC website

Qualifications

Education, Knowledge, and Experience

- Bachelor's degree
- Three+ years of relevant experience in communications, event management, or related fields
- Experience executing and managing an event for 100+ people
- Experience managing webinar logistics
- Experience with social media and website management
- Experience in a nonprofit setting is a plus, but not required

Skills

- Expertise in Microsoft Suite (e.g. Teams, Word, Excel, PowerPoint)
- Expertise with online meeting platforms (e.g. Zoom Meeting, Zoom Webinar) and content management systems (e.g. Google Suite)
- Familiarity with producing social media content for Linked In and Facebook
- Experience in basic website management. Familiarity with WordPress is a plus
- Graphic design skills and familiarization with Canva are a plus
- Effective written communication skills
- Strong organizational skills- accuracy, attention to detail, meeting deadlines, and ability to follow through on multi-task projects
- Ability to work both cooperatively and independently with multiple constituencies, including staff, members, speakers, and event sponsors
- Ability to take initiative
- Strong problem-solving skills and ability to manage stressful situations (e.g., event days)
- Ability to develop and maintain effective and positive working relationships

Location

Richmond, VA preferred. Candidates in the Hampton Roads region will also be considered since we have staff working there as well. Must have the ability to travel to Richmond quarterly (minimum four times per year).

Salary

The salary range for this position is \$45,000-\$55,000 annually and is commensurate with experience.

Application process:

Qualified candidates should answer [this brief questionnaire](#) and upload their resume to apply. No cover letter is required. Applications submitted via other methods (email, LinkedIn, etc) will not be considered.

Applications will be accepted until the position is filled.

Virginia Energy Efficiency Council is an equal-opportunity employer. All candidates are considered equally regardless of age, race, gender, sexual orientation, national origin, disability, or other non-merit factors.

We strive to create an inclusive and equitable workplace. If you meet 75% or more of these qualifications, then we encourage you to apply.

For more information about the VAEEC, visit [our website](#).