



Job Posting

Operations and Events Manager

May 2025

Overview:

Equimundo, an international non-governmental organization (NGO) working to promote gender equality and prevent violence, seeks a full-time Operations and Events Manager. This position forms part of Equimundo's Finance and Operations team and reports to the Vice President of Finance and Operations. It is full-time, non-exempt, and based in Washington, DC (with a hybrid work-from-home/office model), with occasional travel.

About Equimundo:

Equimundo is a global leader in promoting gender equality and preventing violence by engaging men and boys in partnership with women and girls, and individuals of all gender identities. We believe that working with men and boys to transform harmful gender norms and unequal power dynamics is a critical part of the solution to achieve gender equality. Equimundo's work – including high-impact research, evidence-based programs, and targeted advocacy efforts – seeks to create a nonviolent, caring, and gender-equitable future for all. For more information, please visit www.equimundo.org.

Job Description:

The Operations and Events Manager provides general operations and event support by refining procedures and communication and promoting a collaborative work environment. The primary areas of responsibility of the Operations and Events Manager are the following:

Operations

- Liaise with building management and external vendors for the daily operation of a 20-person staff and physical office.

- Maintain and organize correspondence with vendors and contractors. Draft and review vendor contracts.
- In coordination with IT vendor, oversee procurement, installation, troubleshooting, and maintenance upgrades of all IT equipment.
- General staff support and office administration.
- Oversee operational functions, including payroll, benefits administration, PEO management.
- Collaborate with the HR vendor to develop and implement strategies to increase employee satisfaction and retention.

Event and Travel Coordination

- Planning
 - Assist in planning and organizing events from conception to completion, including logistics, scheduling, and vendor management. Collaborate with various departments to ensure alignment on event goals and timelines.
- On-site Management
 - Serve as a point of contact for event participants, vendors, and stakeholders. Supervise vendors, contractors, and staff to ensure smooth operations.
- Post-Event
 - Maintain accurate records of event plans, budgets, and schedules
 - Manage reconciliation of event-related expenses and invoicing.

Finance

- Liaise with consultants and contractors regarding invoicing, paperwork, and bank information
- Accounts Payable - Review and enter all bills for payment and set up wire payments
- Manage corporate credit cards and staff reimbursements

Qualifications for Consideration:

- Undergraduate degree or equivalent work experience of 4-5 years in a professional setting.
- Proactive and self-motivated, excellent attention to detail, and can multitask and prioritize tasks.
- Passionate about Equimundo's mission and goals.
- Deeply committed to diversity, equity, and inclusion. Kind to oneself and others.
- Excellent interpersonal skills to collaborate with staff and Board members, attendees, and donors.
- A clear communication style, verbally and in writing.

Compensation:

Equimundo offers salary ranges that are competitive and fair in Washington, D.C., not-for-profit, and related sectors. For this position, the range is \$70,000 – 80,000 depending on years

of experience and academic qualifications. The position includes fully paid health insurance for yourself, four weeks of vacation leave plus the last week of December, federal holidays, and an employer contribution of 8% of your annual salary towards retirement.

Start Date

The proposed starting date is July 1, 2025.

To Apply

To apply, please send the following documents as **one single PDF file** labeled "FirstName_LastName_OpsEventsManager" no later than **June 1, 2025**, to jobs@equimundo.org:

1. Cover letter
2. Resume
3. Three professional references

In addition:

- Please write "Operations and Events Manager" as the subject heading.
- Indicate if you are legally authorized to work in the United States.

Only shortlisted candidates will be contacted.

Equal Employment Opportunity Statement

Please view this description as a general overview but not a mandatory comprehensive list. Do apply if you feel passionate about our efforts and believe you have the skills to contribute and lead in this role. We want to hear from you!

Equimundo is committed to creating and maintaining a diverse and inclusive working space for all employees and to providing employees with a work environment free of discrimination and harassment. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, creed, national origin including ancestry, ethnicity, sex including pregnancy, gender, gender identity, gender expression, transgender status, disability, alienage or citizenship status, military status, including past, current, or prospective service in the uniformed services, genetic information, predisposing genetic characteristics, marital status, domestic violence victim status, familial status, actual or perceived sexual orientation.

We are an equal opportunity employer, and we strongly encourage Black, indigenous, people of color, women, people with previous felony convictions, members of the LGBTQIA+ community, and others who identify with underrepresented groups to apply.