



Position Description

Events and Partnerships Manager

Reports to: Strategic Partnerships Director

Status: Full-time, Exempt

Location: Remote in California

Application Deadline: Friday, October 14, 2022, at 5 p.m. (PT)

About Veloz

Veloz believes that the future of transportation is electric for all. We envision a world in which vehicles are electric and that all people, corporations, and agencies who want or need a car or truck can and do choose electric, knowing the energy that powers these vehicles is carbon free. Veloz aims to make electric for all a reality. We are driven to overcome three critical barriers to electric vehicle (EV) uptake: upfront cost, charging infrastructure and public awareness. We do this by:

- Engaging our powerhouse members in effective public-private partnerships
- Creating programs that build the movement for transportation electrification
- Crafting provocative public awareness and education campaigns to change the conversation about EVs and who they are for (spoiler: everyone!)

Veloz is a membership-based, movement-building organization that is unleashing the power of California consumers through signature education initiatives like [Electric For All](#). Veloz's award-winning 2019 Electric For All campaign — *Kicking Gas* featuring Arnold Schwarzenegger — achieved more than 224 million impressions. The 2020 campaign — *40 Million Reasons to Go Electric* — featured some of California's most influential EV drivers and advocates, from actor Mark Ruffalo to artist/activist Favianna Rodriguez. And in 2022, Veloz is adapting to market changes and using mythical creatures to increase EV education and bust common myths.

Veloz's work and that of our cross-sector [members and partners](#) have the power to transform how Californians move, ensuring better public health outcomes, a stronger and more just economy, and a cleaner and more sustainable climate for all communities.

The Opportunity and Position Description

In this position, the Events and Partnership Manager is part of a passionate and collaborative organization that is changing the conversation about EVs in California and sparking a virtuous

cycle of consumer awareness and demand. Veloz plays a unique and important role in the EV landscape in California. Now is the time to take our efforts to an exponentially more impactful level. This requires a clear and inspiring vision, sophisticated strategies, significant and sustained financial support, and smart implementation.

Reporting to the Strategic Partnerships Director and partnering with the small but mighty Veloz team, the Events and Partnerships Manager plays a critical role in making the electric for all vision a reality by helping to develop and manage Veloz Summits, Webinars, and other events to deliver high-quality and high-value programming to current and prospective Veloz members. In addition, this position will work with the Strategic Partnerships Director to research, recruit, and manage new members and partners, while helping to implement key programs.

Key Priorities include:

- Collaborating with the Strategic Partnerships Director to identify and implement key internal and external events for Veloz engagement to increase Veloz visibility, business development opportunities, and programmatic growth
- Ensure that Veloz’s events are compelling to current and prospective members and partners, exemplary of Veloz’s convening capabilities and thought leadership plan, and serve to significantly accelerate the conversation about electric vehicle adoption in California
- Manage the curation of content, execution, and evaluation of online and offline Veloz events, including Summit Series meetings (3x/year – 1 in person), Webinars (6x/year - online), Digital Dialogues (2x/year - online) and networking events that are designed to build community among Veloz’s members and stakeholders and fulfill Veloz’s role as a convener
- Develop and manage the organizational systems, vendor relationships and practices that support strong events and partnerships (internal and external.)
- Liaise with Veloz’s Communications Director and team to promote events and ensure that Veloz reaches its metrics of success
- With support from the Strategic Partnerships Director, research, track and recruit new members/partnerships and increase engagement/value with existing members
- Develop and maintain membership recruitment and welcome materials.
- Assist with the implementation of grant-supported programming and reporting to private and governmental funders and membership benefit fulfillment
- Design and field an annual membership satisfaction survey to ensure continual feedback and improvement of member benefits
- Track EV technologies sales and market trends to inform innovative events and partnerships for Veloz

- Participate in key industry conferences, workshops and seminars, representing and presenting/speaking on behalf of Veloz when appropriate
- Promote a culture of high performance, continual learning and commitment to excellence

Qualifications

The Events and Partnerships Manager leads with their belief in and commitment to Veloz's vision and mission. The manager must champion California's carbon emissions reduction, public health and economic goals. Additionally, this person must demand the boldest possible ambition, innovation and collaboration of partners across sectors who are driving toward scalable transportation solutions. The Events and Partnerships Manager elevates their work to our next levels of impact through their track record and expertise. **The Manager also possesses the following skills and qualities:**

- Minimum 5 years of experience, with direct event management and implementation skills (in-person, remote and hybrid) and partnership-building proficiency
- Knowledge of the electric vehicle industry (a background in the industry is preferred)
- Expertise in curating innovative, thought-provoking content for summits, webinars and events that educates, attracts new members/funding, engages audiences and positions Veloz as a thought leader in the field
- Solid track record designing and executing effective events and member engagement tactics that generate deeper satisfaction and loyalty
- Outstanding oral and written communications skills that demonstrate an ability to:
 - Convey a compelling story about Veloz's theory of change and impact
 - Translate complex, layered issues into persuasive narratives that can change consumer behavior
 - Communicate Veloz's programs with accessible expertise (without jargon and acronyms) that is required to gain positive public attention
- Proven project management abilities to ensure that events and partnerships are advancing on time, on budget and against success metrics
- Technologically savvy in using online platforms to deliver and extend the reach of programmatic content
- Proficiency in MS Outlook, Zoom, Dropbox, Eventbrite, Mailchimp, MS Office Suite, and MAC OS
- Self-driven ambition and an understanding of how to manage through influence
- Skilled at relationship-building with a diverse and wide range of external constituencies, from public agencies and government regulators to Fortune 500 companies, technology start-ups and nonprofit organizations

- Highly collaborative style with the ability to implement strategies with the Strategic Partnership Director and Executive Director
- Intellectual curiosity and commitment to becoming a credible, respected representative of Veloz

Our Commitment to Racial Equity, Diversity & Inclusion

Veloz values racial equity, diversity, and inclusion. Our membership and leadership reflect strongly held principles around diversity of perspective, background and sector. Diversity is the cornerstone of our credibility and effectiveness and is reflected in how we operate, including search and hiring processes, promotion, and professional development. We are committed to an inclusive and transparent recruitment process and recruit and hire without regard to race, national origin, religion, gender, gender identity or expression, sexual orientation, physical ability, marital status, veteran's status, or age. People of diverse backgrounds are strongly encouraged to apply.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At Veloz we are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyways. You might just be the perfect candidate for this role!

Compensation and Benefits

The annual salary range for this position is \$75,000 - \$95,000, commensurate with experience. Veloz offers a generous and competitive benefits package which includes medical, dental, vision, 401k plan, and a mobile phone/internet stipend for remote employees. In addition, Veloz offers paid leave plans which include personal, sick, and vacation, along with 11 paid holidays.

Application Process

To apply or nominate a candidate, please send a cover letter and resume in a combined PDF file to jobs@veloz.org. This position is open until filled, with an initial application deadline of **5 PM Pacific Time on Friday, October 14, 2022**. Candidate review and phone screens begin immediately and will be conducted throughout the search period.