

JOB TITLE: Manager, Events & Engagement

DEPARTMENT: Military Spouse Program

REPORTS TO: Senior Manager, Events & Engagement

EMPLOYMENT TYPE: Full-time/Exempt

LOCATION: Position is fulltime (40 hours M-F) and remote. Must reside in the U.S.

ABOUT US

Hiring Our Heroes (HOH) connects the military community—service members, military spouses, and veterans—with American businesses to create economic opportunity and a strong and diversified workforce. HOH is a workforce development initiative of the 501c3 arm of the U.S. Chamber of Commerce, the U.S. Chamber of Commerce Foundation.

JOB SUMMARY

The Manager of Events & Engagement leads the planning and execution of programs and events that promote military spouse employability. This role ensures seamless delivery of virtual and in-person experiences, builds strategic partnerships, and drives initiatives that connect candidates with employers. The ideal candidate is a collaborative, detail-oriented leader with strong communication skills and a focus on continuous improvement and measurable results.

KEY RESPONSIBILITIES

- Lead full-cycle event execution for virtual and in-person programs, ensuring seamless delivery that enhances military spouse employment opportunities.
- Aide in the development and implementation of strategic event plans aligned with organizational objectives to maximize engagement and measurable outcomes.
- Oversee logistics and resource allocation to guarantee operational efficiency and adherence to established processes.
- Collaborate on branding and marketing initiatives, driving visibility and alignment with organizational standards.
- Build and sustain strategic relationships with employers, community partners, and internal teams to expand employment pipelines.
- Partner cross-functionally to optimize candidate and employer experiences, ensuring high

satisfaction and repeat engagement.

- Analyze event data and generate actionable insights to inform future strategies and enhance program effectiveness.
- Champion process improvements and innovative engagement approaches, driving operational excellence and program innovation.
- Ability to travel up to 40–50% CONUS/OCONUS annually.
- Perform additional duties as assigned, contributing to organizational success through flexibility and collaboration.

EDUCATION & EXPERIENCE

- Bachelor's degree in Business, Communications, Event Management or related field; relevant professional or military experience considered in lieu of a degree.
- 3+ years of experience in event planning, program management, or stakeholder engagement, preferably in workforce development or nonprofit sectors.
- Proven track record of managing large-scale virtual and in-person events with measurable success.

BASIC QUALIFICATIONS

- Strong project management skills with the ability to prioritize and execute multiple initiatives simultaneously.
- Exceptional communication and interpersonal skills to build relationships with stakeholders.
- Proficiency in event management platforms, CRM systems, and data analytics tools.
- Budget management experience and ability to identify cost-saving and revenue-generating opportunities.
- Creative problem-solving and adaptability in dynamic environments.
- Strategic thinker with a results-driven mindset.
- Collaborative leader who fosters teamwork and cross-functional alignment.
- Detail-oriented with a commitment to operational excellence.
- Innovative and proactive in identifying process improvements and engagement strategies.
- Passion for supporting military-connected talent and advancing employment opportunities.

PREFERRED QUALIFICATIONS

- 5+ years of experience in event planning, program management, or stakeholder engagement, preferably in workforce development or nonprofit sectors.
- Experience working in Talent Acquisition.
- Experience working with military communities or in workforce development programs.
- Knowledge of marketing strategies and social media engagement for events.
- Background in data analytics and reporting to measure program impact.
- Certification in project management, or related field (e.g., CMP, PMP, GwG).

COMPENSATION

The Manager of Events & Engagement is employed by Markham LLC, assigned to Hiring Our Heroes. The annual salary range for this role across the United States is \$60,000 - \$65,000. Starting salary is determined by experience, scope of responsibilities, and market location.

LOCATION

This is a 100% remote work role. Must reside in the U.S. Applicants may reside in the following states: AL, AR, AZ, CA, CT, DC, FL, GA, HI, IL, IN, KS, KY, LA, MA, MD, MS, MO, NC, NV, NJ, OH, OR, PA, RI, SC, TN, TX, UT, VA, WV, and WI.

BENEFITS

- Paid Leave: Employees may accrue between 5 to 10 hours of PTO (Paid Time Off) per pay period, based on their years of service.
- Sick leave: Employee is allocated (80) hours per year or (3.33) hours per pay period.
- Paid holidays: Employee will receive nine (9) paid holidays through the calendar year.
- Medical insurance: Employer pays medical premium.
- Dental and Vision insurance: Employee pays premium.
- 401k contributions with up to 3% employer contribution.

We recruit, employ, train, compensate, and promote without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, status as a protected veteran, genetic information, or any other characteristic protected by federal, state, or local law. Our talent acquisition and employment policies are inclusive. We respect both the spirit and letter of the laws of equal employment opportunity.