

180 Degrees Consulting Berlin is looking for a

## Program Manager



### About 180 Degrees Consulting

180 Degrees Consulting Berlin e.V. is the Berlin branch of the [worldwide 180 Degrees Consulting network](#), the world's largest consultancy for social organizations. We train students and young professionals in human-centred design methods blended with traditional consulting tools so they can help social organizations to achieve their best possible social impact. 180 Degrees Consulting is a volunteer-led organization, so we all work pro-bono.

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The Program Manager is expected to own the entire event planning process, from managing vendors to taking care of logistics, and effectively deliver on event objectives.

This person will be tasked with researching and securing venues, planning and managing our events' calendar, negotiating quotes and agreements with vendors, assisting with event marketing, monitoring timeframes and budgets, networking, and delivering on event brief objectives.

Their creativity, organizational skills, and vision will assist 180DC in amplifying brand visibility, enhancing student consultant relations and project outcomes, and improving our organization's growth through events that effectively communicate business strategy and brand personality.

### Responsibilities:

- Brainstorming and implementing event plans and concepts in partnership with Consulting Directors.
- Handling budgeting and invoicing in partnership with Finance.
- Liaising and negotiating with vendors.
- Negotiating sponsorship deals in cooperation with Partnerships.
- Handling logistics.

- Updating senior management.
- Working with Marketing to develop branding and communication.
- Developing event feedback surveys.
- Handling post-event reports (shared responsibility with Consulting Directors).
- Willingness to spend about 10 hours a week in this role.

#### Qualifications:

- Excellent communication skills to be able to deal with providers. German is a plus, but not fundamental.
- Project management experience with great time management skills, organisation attitude and proactiveness.
- Good leadership skills in leading and organizing the team during the event.
- Structure and planning a-head is in your nature.
- Problem-solving and multitasking are your daily attitude to overcome challenges and plan several events at the time.
- Good interpersonal skills to be able to deal with different stakeholders: venue providers, caterers, speakers etc.
- You can manage stressful situations, tight deadlines, lack of financial resources by using your creativity and practical sense.
- You have experience in managing risks, cancellation last minute and relationships based on favour ´ exchange.

You must be willing to spend 10 hours a week in this role.

#### What is in for you?

- Boost your project management skills, learn how to curate and run the 180 DC program.
- Amongst other things and depending on your position, learn how to build client relationships, attract and retain partners, learn how to create learning experiences for consultants and make memorable events happen.
- Receive peer-feedback and take part in exclusive executive team workshops to ensure Learning.
- Take on a strategic role and put what you studied to practice, e.g. by developing a recruiting strategy, a PR strategy, a learning program or an input.
- Grow your personal network in the social entrepreneurship and consultancy scene.
- Enjoy a “once in a lifetime”-experience of being able to experiment with new formats and ideas freely and expand your toolbox.

- Join a multi-disciplinary, international team of highly ambitious young professionals, where not only results, but also friendships and long term connections result.

Does this sound like you? Then **get in touch with us** right away!  
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The Program Manager is expected to own the entire event planning process, from logistics to content and communication with speakers and coaches.

The program managers are responsible for designing the semester schedule together with the Consultant Directors. In the next steps, they contact speakers, discuss the agenda and activities

with them and plan the event space online or offline and make sure the tools are in place and the event is communicated properly internally and externally.

Their creativity, organizational skills, and vision will assist 180DC in amplifying brand visibility, enhancing student consultant relations and project outcomes, and improving our organization's growth through events that effectively communicate business strategy and brand personality.

### **Responsibilities:**

- Brainstorming and implementing semester program and event concepts in partnership with Consulting Directors.
- Handling budgeting and invoicing in partnership with Finance.
- Liaising and negotiating with vendors as well as negotiating sponsorship deals in cooperation with Partnerships.
- Finding external speakers or coaches and setting up the event agenda together with them
- Setting up a timetable and deadlines for the event planning and making sure everything is on track
- Handling logistics and tools
- Working with Marketing to develop branding and communication.
- Developing event feedback surveys.
- Handling post-event reports (shared responsibility with Consulting Directors).
- Willingness to spend about 10 hours a week in this role.

### **Qualifications:**

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- Good leadership skills in leading and organizing the team during the event.
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