



Rythmus Foundation

Job Description

Position Title:	Event research and development director
Key Responsibility:	- Conduct in-depth research to identify new event concepts, fundraising opportunities, and partnership avenues that align with the NGO's mission. - Analyze the performance and ROI of past events to inform data-driven strategies for future initiatives. - Develop and pitch innovative event frameworks, from high-profile galas to community-centric campaigns, to engage diverse audiences. - Lead the prospecting and cultivation of strategic partnerships with corporations, foundations, and influencers for event collaboration and sponsorship. - Scout and evaluate emerging trends in event technology, digital engagement, and peer organization activities to keep the NGO's approach cutting-edge. - Create detailed project proposals, including concept notes, feasibility studies, and initial budgets for executive approval. - Establish and monitor key performance indicators (KPIs) for event success beyond revenue, such as awareness, engagement, and new donor acquisition. - Collaborate with the communications and programs teams to ensure event concepts are strategically integrated into the broader organizational calendar and goals.
Essential Skills	- Exceptional analytical and research skills with the ability to translate data into actionable event strategies. - Strong creative and conceptual thinking to develop unique and mission-driven event experiences. - Proven experience in partnership development, sponsorship acquisition, and stakeholder management. - Excellent written and verbal communication skills for crafting compelling proposals and presentations. - Strategic foresight with a deep understanding of event marketing, fundraising, and audience engagement. - Proficiency in budgeting and financial modeling to assess event viability and potential ROI.
Location	Remote
Qualification	Any Graduate + PG + PHD (Preferable)
Exp. Required	15 Years relevant experience.
Nature of Job	Full-Time