

### **Position Title : Senior Events & Partnerships Manager**

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Classification: F/T, Non-Exempt, reports to Deputy Director

**Position Summary:** The Senior Events and Partnerships Manager will plan, coordinate, and execute HDC's events calendar, ensuring events are high-quality, engaging, and aligned with organizational priorities. This role will manage key convenings, support member engagement, and help cultivate relationships with partners and sponsors.

### **Core Responsibilities**

- **Events Management (75%)**
  - Execute HDC's 2026 calendar of events, including supporting the Annual Celebration, leading Summer Social, and Housing Innovation Tour, and all member roundtables and trainings.
  - Manage all event logistics: venues, AV, catering, registration, schedules, and staffing.
  - Support Annual Celebration planning and sponsor engagement.
  - Ensure that event standards are inclusive, accessible, and value diversity
- **Member and Strategic Partner Engagement (25%)**
  - Plan strategic convenings and build and maintain relationships with members, stakeholders, sponsors, elected officials, and partner organizations.
  - Lead HDC's Young Professionals for Affordable Housing group.
  - Represent HDC at events, meetings, and community gatherings.
  - Lead a robust member affinity group and their activated peer to peer support events, helping plan and execute gatherings that strengthen community and peer networks.
  - Coordinate with Communications and Programs teams to maximize visibility for events and sponsors.

### **Desired Competencies:**

- Strong commitment to the issues of affordable housing in King County.
- Commitment to affordable housing and racial equity in King County.
- A courageous collaborator that values success of the collective.
- A relationship builder and connector with excellent interpersonal skills who excels at partnership development.
- Clearly demonstrated and exceptional communication skills.
- Successful event planning and implementation experience.
- Experience with large event sponsor solicitation
- Organized and self-directed strategic thinker with attention to detail
- Effective communicator with strong verbal and writing skills.
- Alignment with HDC's mission, vision, and values.
- Competency in Microsoft Office programs, including Word, Excel, PowerPoint, and SharePoint.

### **Preferred Qualifications**

- English, Communications, Marketing, or Liberal Arts major or equivalent experience.
- Active ties to business leaders.

### **Employment Details**

- Full-time, Non-Exempt (40 hours per week)
- Hybrid work schedule: Mix of work-from-home and in-office, plus assistance at events across

King County.

- Salary range: \$71,500 - \$76,500 annually, depending upon experience and qualifications.

### **Employee Benefits**

- 100% comprehensive health, dental, and vision insurance.
- Life and short- & long-term disability insurance.
- 13 paid holidays and 1 personal paid day off.
- Paid Time-Off (PTO): 3 weeks annually for the first 3 years and increasing after that up to 5 weeks annually at year 7.
- Prepaid ORCA card.
- 401k Plan with 3% employer contribution (effective following first year of employment).
- Flexible work schedule in a hybrid work environment.
- Laptop computer and other equipment provided for remote work, as well as a contribution toward reimbursement of internet/phone upgrade expenses.

**APPLICATION PROCESS & DEADLINE:** Please submit a cover letter and current resume for consideration to [hr@housingconsortium.org](mailto:hr@housingconsortium.org). This posting is open until filled, with priority consideration given to candidates who apply by Friday, May 22, 2026.

*The Housing Development Consortium of Seattle-King County is an equal opportunity employer. In carrying out its activities—including membership, hiring, and program services—HDC is committed to providing equal opportunity for all employees and applicants. We value and desire a diverse workplace and strongly encourage Black, Indigenous, and people of color, LGBTQI+ people, people with disabilities, and people who have experienced housing instability or homelessness to apply.*