

DESIGNxRI

PROGRAMS AND EVENTS ASSOCIATE

The Programs and Events Associate is a public facing role that oversees, executes, and ensures the ongoing excellence of DESIGNxRI's events and programming. As a nimble nonprofit organization working in the design, creative and innovation sector, DESIGNxRI is positioning ourselves for the next stage of growth. Working closely with the Programs and Events Manager, the Programs and Events Associate will provide behind the scenes administrative support for our existing programming and will engage DESIGNxRI's community of designers and partners, develop and execute our events and programs, and help grow this dynamic sector through programmatic investment.

This posting describes our ideal, and we anticipate the successful candidate will fit some but not all of the descriptions. We encourage you to apply even if you aren't sure or are missing some of these listed skills and experience. If you have experience in program and project management, are passionate about our work, and believe you have the skills to accomplish the job, we want to hear from you.

ABOUT YOU:

- You stay organized and excel in both high strategic thinking and detail oriented execution.
- You're excited to help produce high impact events and programs.
- You love engaging others in your work, and succeed in optimizing their participation.
- You have an interest in and appreciation for design and stay on pulse with the design and innovation industry locally and globally; watching trends inspires your work and helps you bring fresh ideas to the table.
- Clear communication is second nature to you; you identify as a people person.
- You thrive in work environments where you self-manage as well as being part of a team.
- You are comfortable reading and creating financial documentation in spreadsheet format.
- You feel excited when digging through quantitative and qualitative data, and can see where the data is telling a story about a program's impact.
- You are comfortable with pivots and shifts in a work environment.
- You're a high functioning individual with a growth mindset.

ABOUT US:

- We're a small team, and often wear many hats. This makes for a dynamic environment, where self-starters thrive.
- We value clear, consistent, and direct communication, and a collaborative spirit.

- We work methodically and carefully and on occasion quickly and scrappily to make impactful programs and cool events happen in RI.
- We value the personal growth of each individual, contractor, and intern we work with.
- DxRI has a flexible office environment(hybrid), but for this role there is an expectation of an amount of consistent in person work.
- There are regular evening programs and events that this role will be expected to attend.
- Diversity, Equity, and Inclusion are non-negotiable, and are key to our growth as an organization. We especially welcome QT/POC applicants to apply.

RESPONSIBILITIES (including but not limited to):

- Work alongside Programs and Events manager to execute all programs of the organization, including events, workforce development and business development programs.
 - This includes managing speakers, partners, instructors and others in their participation with the program and/or event.
- Create clarity through intentional communication and multifaceted plans both inward facing and outward to ensure consistent and effective administration and workflow.
- Track evaluation metrics; analyze and generate reports to communicate programs and events impact and opportunities for growth.
- Creating internal program resources.
 - Including resource maps and libraries for each program.
- Work dynamically with office systems (including database, project management, and google platform) to develop sustainable infrastructure for programs and events.
- Monitoring and ensuring grant compliance for specific programs.
 - Handling requisitions for grant recipients
- When needed and appropriate, jump in to support other team members' work goals; contribute to a collaborative team environment.

This is a full-time, at-will, salaried position that reports to the Co-Directors and works closely with the Programs and Events Manager. Applicants must be located in or near Rhode Island for this position. The organization cannot offer relocation stipends. The starting salary range for this position is between \$47,000.00-\$50,000.00 depending on experience. Benefits include health, vision and dental insurance (covered at different percentages with a one month waiting period), a professional development stipend, three weeks PTO and five sick days.

After 6 months, you will meet with DxRI leadership to discuss your performance and the current salary rate in this position.

Interested individuals should submit a cover letter and resume to operations@designxri.com.

DESIGNxRI (DxRI) acts as an economic builder, collaborator and communicator for the design sector in Rhode Island. A nonprofit organization with an entrepreneurial mindset, DxRI's mission is to create the environment for RI designers, design businesses and the design sector to thrive.

Founded in 2013, DxRI is a nimble and growing venture. We were built on a foundation of collaboration and work with strategic partners throughout the state to position design and create opportunities in economic, workforce, and community development. Through our programs, we work to catalyze design business growth, advance design skills and market RI's design assets. Our goal is to highlight design's creative, innovative and problem-solving practices to attract business opportunities and grow the RI design community, while promoting education, commerce and culture in Rhode Island.