



Director, Events and Programs

Role based in New York, NY (Hybrid)

CREO is a NYC-headquartered not-for-profit with a mission to mobilize and catalyze high-impact capital to drive the necessary transition to a low-carbon, sustainable, and prosperous future for all.

To achieve our mission, CREO works with a large ecosystem of global stakeholders, including Members (wealth owners, family offices, and family enterprises), Affiliate Members (select institutional and corporate investors), and Partners (aligned investors such as pension funds, university endowments, or private equity; government; not-for-profit organizations; and academia).

We facilitate investment in sustainability by helping large asset owners and our membership community to build knowledge and confidence via shared insights, research, and programming that focuses on the question of 'how' to invest in the decarbonization transition.

CREO seeks a collaborative and detail-oriented project manager and event operations professional for the role of **Director, Events and Programs**. This role will be responsible for designing, planning and executing CREO's global programming, including virtual sessions and in-person convenings. The ideal candidate brings focus on content coordination and design, strong operational instincts, end-to-end event management experience, and a proven ability to coordinate across time zones, vendors, and stakeholders to deliver seamless, high-quality events.

This is a logistics-heavy role that requires excellent organizational skills, a comfort with project management to coordinate across teams, and experience running events both virtually and in-person. This role reports to the Chief Operating Officer and will work closely with internal teams and external partners to bring CREO's global convenings to life, ensuring a positive member experience.

Primary Objectives

1. Project Management & Coordination:

- Own and manage the full lifecycle of CREO's event calendar, including design, scheduling, timeline management, cross-team coordination, and follow-up communications.
- Manage the coordination of content design with various team members to continue to improve and elevate programming, both virtual and in-person.
- Maintain and improve internal production workflows, templates, and tracking systems for session planning, execution, and analysis.

2. Event Logistics :

- Lead the planning and execution of CREO's two annual Global Meetings, including venue and vendor management, travel logistics, and on-site delivery.
- Coordinate across multiple time zones and workstreams to ensure all logistics are aligned and timelines are met.



- Support production logistics for in-person programming in collaboration with internal and external stakeholders.
- Harmonize conceptual event goals and design with logistics

3. Member-Facing Communications & Registration:

- Draft and manage all program-related communications, including registration launches via Salesforce, event reminders, and post-session recaps.
- Track member engagement and attendance data in Salesforce across virtual and in-person programs.

4. Internal Systems & Reporting:

- Maintain accurate internal calendars, registration records, and vendor documentation.
- Analyze engagement trends and help build internal reports that highlight programming KPIs.

5. Internal Knowledge Sharing & Documentation:

- Ensure program materials, logistics documentation, and session outcomes are well-organized and accessible to internal stakeholders.
- Support CREO's efforts to build institutional knowledge by maintaining clear records of past programming, vendor performance, and member engagement trends.

6. Team Management & Cross-Organizational Coordination:

- Manage and mentor the Programs team, providing guidance, feedback, and professional development opportunities.
- Ensure seamless coordination across teams, acting as a central point of contact to align programming objectives with organizational priorities.
- Foster collaboration between Programs and teams across CREO to ensure programming is integrated, strategic, and impactful.

Desired Qualifications

- At least 10 years of relevant work experience with climate-focused content, event operations and logistics required; experience with event design and/or virtual event platforms desirable.
- Experience managing high-touch virtual and in-person events with multiple stakeholders.
- Strong organizational skills and attention to detail, with an ability to manage multiple priorities in a fast-paced environment.
- Established writing skills, particularly for member-facing or client-facing communications.
- Comfort working in a multi-time-zone setting that leverages cloud-based platforms for work activities and communications, including Outlook, Slack, and Salesforce.
- Demonstration of the ability to handle confidential information with integrity and discretion.
- Fluency in English required.

Compensation & Benefits

This role will be paid a base salary between \$125,000 and \$130,000, commensurate with experience. Additionally, this role will be eligible for semiannual performance bonuses of up to



15% of the base salary.

CREO relies on ADP as our employer of record. Medical, dental, and vision insurance plans are available through ADP for the team member plus their spouse, children, or whole family; CREO contributes a monthly flat fee toward premiums. CREO also provides Basic Life and AD&D coverage at no expense to the team member, equal to 1x Annual Base Earnings.

CREO offers a generous time off package, including PTO and sick leave, week-long org-wide breaks in August and December, observation of federal holidays, and a Summer Friday program.

After six months of service, team members are eligible to participate in the company 401(k) plan, and CREO matches up to 4% on a payroll-by-payroll basis. Team members also have access to 12 weeks of paid family leave for qualifying life events after six months of service.

To apply, please send your resume and a note expressing your interest to hiring@creosyndicate.org.

More about CREO

All team members are partners in further engaging, supporting, and activating CREO's growing membership across two Global Hubs – the Americas and EMEA – and 25+ countries to advance CREO's goal of helping members deploy \$100B of high-impact capital into the decarbonization transition by 2025 and catalyze \$900B of institutional capital by 2027.

CREO is not, and does not provide services as an investment advisor, investment analyst, broker, dealer, market-maker, investment banker, or underwriter.

Authorization to work in the United States is required.

CREO strives to be a diverse, equitable, and inclusive workplace. As an Equal Opportunity Employer, we are committed to providing employees with a work environment free of discrimination and harassment. All employment decisions are based on business needs and job requirements. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.