



## Events Manager

Washington D.C. Area (Vienna, VA)

### POSITION OVERVIEW

A rapidly expanding, entrepreneurial technology company, Alarm.com, is seeking an ambitious, self directed individual with proven experiences in a team-oriented marketing department to become an Event Manager. This individual will be responsible for developing and executing event strategies in support of Alarm.com's business goals. They will work with Marketing, Sales and Product Management to ensure that all event marketing enhances Alarm.com's brand awareness, drives lead-generation which equates to measurable revenue, and maximizes the company's Return on Investment (ROI).

### RESPONSIBILITIES

The Events Manager primary job responsibilities include:

- Budgeting creation and management
- On-site layout (booth, signage, etc.)
- Collateral preparation
- Selecting venues and managing sponsored events
- Creating on-site Alarm.com employee logistics
- Ordering and invoicing of show services
- Managing all vendors relating to exhibiting/meetings/catering
- Negotiating sponsorships and contracts
- Compiling and presenting post-show metrics

### REQUIREMENTS

- Ability to thrive in a fast-paced, high-energy environment
- 5+ years corporate event planning (internal and external), experience developing, managing and executing trade shows and event plans
- Ability to manage multiple projects simultaneously, and meet constant deadlines
- Direct experience managing partnership/co-sponsorship projects with multiple companies a plus
- Strong experience coordinating program components with a cross-functional team across Marketing, Sales, Executive Management, and other stakeholders
- Experience conducting venue searches and presenting recommendations to senior management
- Demonstrated ability to negotiate and execute show contracts and sponsorships in a professional manner
- Ability to manage budgets, track expenses, and maximize ROI
- Effectively manage multiple ongoing relationships with supporting vendors and sponsors
- Excellent verbal and written communication skills
- Outstanding attention to detail, highly organized
- Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Proactive, creative, detail-oriented, and self-motivated
- Calm in the face of pressure, energetic, and excited about new technology
- BA/BS in Marketing, Communications, or related field

For more information visit [www.alarm.com](http://www.alarm.com) or email [smcareers@alarm.com](mailto:smcareers@alarm.com).



- Willingness to travel as needed, approximately 25-30%

**COMPANY INFO**

Alarm.com, founded in 2000, is the industry leading technology provider of interactive security solutions. Through advanced wireless monitoring, mobile and web-based services, and a proven hosted services platform, Alarm.com helps protect hundreds of thousands of residential and commercial customers throughout the United States and Canada. Alarm.com's products and services are offered exclusively through a network of over 2,500 licensed and authorized Security Dealers. Alarm.com's headquarters is located in Vienna, VA.

Alarm.com is an Equal Opportunity Employer

**TO APPLY:** Please email cover letter and resume to [SMCAREERS@ALARM.COM](mailto:SMCAREERS@ALARM.COM)