

COLORADO TECHNOLOGY ASSOCIATION

EVENTS MANAGER

Location: Denver Metro Area (Required)

Full-Time | Hybrid (Tuesdays & Thursdays in-office)

Accepting Applications: Sept. 26 – Oct. 17, 2025

ABOUT THE ROLE

Colorado Technology Association (CTA) is looking for a dynamic Events Manager to lead the planning and execution of 40+ high-impact events annually. From intimate roundtables and networking dinners to large-scale signature conferences, you'll bring every detail to life — managing logistics, curating memorable experiences, and ensuring seamless execution for both in-person and hybrid gatherings.

You will report to the SVP of Operations & Programming while taking ownership of event run-of-shows, speaker coordination, sponsorship fulfillment, vendor relations, and on-site logistics. This is a hands-on role for someone who thrives on details, brings creative energy to every project, and is passionate about fostering community within Colorado's dynamic tech ecosystem.

KEY RESPONSIBILITIES

You will oversee end-to-end execution of events and programs that range from 10 to 1,000+ attendees, including:

- **Event & Program Management:** Coordinate timelines, run-of-shows, scripts, event slide decks, and onsite logistics
- **Venue Selection & Vendor Management:** Identify and secure venues that align with event goals; manage venue logistics along with catering, A/V, and other third-party providers
- **Speaker & VIP Coordination:** Recruit and confirm speakers, serve as the main point of contact for presenters, panelists, and VIP guests, and coordinate speaker logistics and rehearsals as needed
- **Sponsorship Fulfillment:** Ensure sponsor deliverables are met and experiences are polished
- **Volunteer Management:** Recruit, train, and supervise volunteers as needed
- **Budget Tracking:** Monitor event-related expenses and ensure alignment with financial goals
- **Attendee Communications:** Manage timely and clear communications with attendees before, during, and after events, including registration confirmation, reminders, updates, and feedback surveys

- **Promotion Support:** Collaborate with CTA's marketing team to provide event details and assets; track registration and ensure attendance goals are achieved
- **YoPro Board Liaison:** Coordinate with CTA's Young Professionals Board on relevant events and initiatives

WHAT YOU'RE GOOD AT

- You're detail-obsessed, highly organized, and able to juggle multiple timelines
- You LOVE event management and know what it takes to deliver exceptional attendee experience
- You're a people person who loves creating connections and building relationships
- You're comfortable in dynamic environments, adapting quickly as things shift
- You're quick on your feet and love solving problems creatively
- You take initiative and ownership, seeing projects through from start to finish
- You're tech-savvy and open to learning new tools and platforms
- You know what it takes to deliver exceptional attendee experiences
- You enjoy collaborating with a small, close-knit team, contributing across functions to make every event a success

WHAT WE OFFER

- A front-row seat to Colorado's fast-growing tech ecosystem.
- Hybrid work flexibility (in-office Tuesdays and Thursdays) and a casual, tech-friendly culture
- Competitive salary range of \$65,000 - \$75,000 annually, commensurate with experience, with eligibility for performance based bonus
- Generous PTO + nine paid holidays and the week off between Christmas and New Year's Day
- Comprehensive health insurance benefits providing health, dental and vision insurance
- 401(k) opportunity with employer matching
- Gym and phone stipends

REQUIREMENTS

- 3+ years of direct event planning experience
- Must be located in the Denver metro area
- Availability for events during the workday, occasional evenings, and irregular hours
- Experience managing events of varying scale, including large conferences or multi-stakeholder events
- Experience managing volunteers

TO APPLY

Please submit the following to jobs@coloradotechnology.org:

- Your resume, cover letter, and references
- In your cover letter, please include brief responses to the following two questions:
 1. Tell us about an event you managed that you're most proud of — what made it successful, and what challenges did you overcome?
 2. How do you prioritize and manage multiple events happening simultaneously?

We appreciate your interest and will be in touch with candidates selected for interviews. We kindly ask that you refrain from calling.

We are accepting applications Friday, Sept. 26 through Wednesday, Oct. 17, 2025.

ABOUT US

CTA represents over 400 companies in the Colorado technology sector - ranging in size from small startups to large corporations that employ a significant number of Coloradans. CTA's mission is to create and sustain a vibrant, high-growth technology ecosystem in Colorado and be the voice and champion for technology companies of all sizes. We do this through:

- ***Policy & Advocacy:*** *We advocate for policies that support the technology industry.*
- ***Member Connections & Thought Leadership:*** *We provide opportunities for our members to grow connections, gain access to professional development and leadership opportunities, and engage in impactful programs and events.*
- ***Economic Development & Partnerships:*** *We support statewide economic development initiatives and increase Colorado's tech talent pipeline through collaborative partnerships.*

EQUITY STATEMENT:

We are an equal opportunity employer and do not discriminate either directly or indirectly against employees or potential employees on the basis of race, color, religion, sex, sexual preference/orientation, citizenship, marital status, veteran status, national origin, age, or disability, or against any other group protected by applicable laws and regulations.