

Job profile: SAVCA Events and Membership Manager

SAVCA is looking for an energetic, experienced and service-orientated Events and Membership Manager to join its small and close-knit team to support the association's work in promoting and growing the private equity and venture capital industry in Southern Africa.

This role will be filled by a skilled individual with solid experience in events management who has the necessary skills, personality profile and demonstrated experience to handle the following core functions:

- Manage SAVCA events from concept, design to implementation;
- Manage the SAVCA membership and value proposition; and
- Manage SAVCA's governance function.

It is essential that this person has the capacity to function professionally, efficiently and accurately in a fast-paced and sophisticated financial-services environment.

Let us know if you are the right person for this position.

Please contact us on manusha@savca.co.za and include:

- Your CV
- At least three traceable references
- A motivation on why you believe you are the right person for this position
- Your salary expectations

The motivation should be in Word format and no longer than 450 words, and should cover some or all of the following points:

- Demonstration, of your ability to communicate well; manage events and manage a database of stakeholders;
- Evidence of your detail orientation, planning and problem-solving skills;
- The skills and experience that you would bring to the team to enable the organisation to serve its stakeholders and achieve its strategic objectives; and
- Your career aspirations and how this position will fit in with your plans.

About SAVCA

The Southern African Venture Capital and Private Equity Association (SAVCA) is the industry association and public policy advocate for private equity and venture capital in Southern Africa, representing in excess of R185 billion in assets under management, through 170 members. SAVCA promotes Southern Africa private equity and venture capital by engaging with regulators and legislators on a range of matters affecting the industry, providing relevant and insightful research and thought leadership on aspects that impact the industry, offering training on private equity and venture capital, creating meaningful networking opportunities for industry players and embarking on strategic projects that will benefit the growth of the industry.

SAVCA's Vision: To be the voice of private equity and venture capital in Southern Africa.

SAVCA's Core Focus Areas:

1. Promote the asset class and be recognised as the voice for PE and VC in Southern Africa.
2. Support members with capital raising.
3. Play a significant role in the transformation of the industry.
4. Facilitate a supportive regulatory environment.
5. Capacity building of SAVCA members.

About the role

1. Responsibilities

Key activities include: Event planning and management of all SAVCA events, SAVCA membership management and co-ordination and administrative duties related to SAVCA board meetings and the annual AGM.

A. Manage SAVCA Events

- Co-develop and execute the events plans with the SAVCA CEO/Head of Operations based on strategic objectives identified by the Board.
- Oversee and manage service providers supporting events.
- Manage all events and projects using project management principles i.e., planning, milestones, budget management, execution, etc.
- Events may include, but are not limited to the following:
 - SAVCA Annual Conference,
 - Women in Private Equity events,
 - Networking events,
 - Survey Launch events,
 - Regulatory events,
 - Webinars,
 - AGM,
 - Board Meetings, and
 - Ad-Hoc Partnership events.
- Perform a leading role in the preparation for the annual conference, including consultations with the conference interest group, agenda development, communication with speakers, interaction with logistics service providers, support on the day of the conference.
- Originate creative ideas for member events and potential partners and sponsorship prospects.
- Take a leading role in marketing member events.
- Event management to ensure that projects and events are delivered on time and within budget.

B. Manage SAVCA Membership (database and experience) and the Application Process

- As the main liaison with members, manage new member queries, demonstrating a clear understanding of SAVCA's value offering, handling applications for memberships based on the correct processes, liaise with the membership-screening sub-committee, updating the member list on the website, issuing of invoices.
- Perform a leading role in the updating of the online SAVCA Members' Directory, including liaison with service providers, liaison with members, editing of member pages, and ensuring accuracy of content.
- Manage member accounts by providing administrative, professional and technical guidance on matters related to membership, the membership database, events and regulation.
- Keep a detailed record membership application and their status.
- Update content on the website and member portal, where membership information or data is pertained.
- Set-up and attend member meetings.
- Encourage regulatory compliance among members by circulating relevant updates.
- Continuously review and ensure SAVCA offers a compelling membership value proposition. Recommend and implement additions to the membership value proposition in line with SAVCA's mission, vision and strategic objectives.
- Onboard new members and regularly engage with existing SAVCA members.
- Identify and pro-actively approach organisations that could potentially become SAVCA members.
- Keep member records up-to-date to ensure the rest of the team are able to engage with the correct member representatives.

C. Content development

- Create the SAVCA events mailer.
- Manage the SAVCA events page on the SAVCA website (content, look-and-feel, updates).

D. Manage the SAVCA Governance Function

- Play a leading role in the preparation for and management of board meetings, including the preparation of the board pack, writing of minutes, logistics, etc.
- Play a leading role in all activities related to the annual SAVCA AGM, including the preparation of the notice, proxies, ballot papers, member attendance lists and logistics.

E. Operational Matters

- Support the board and sub-committees with initiatives, meetings and relevant documentation.
- Compile, monitor and report on SAVCA budgets relevant to this role.
- Manage relationships and contracts with service providers relevant to this role.
- Evaluate and report on the implementation of the key focus areas of this role.

2. Personal qualities

SAVCA's Events and Membership Manager should have the following personal qualities:

- Take accountability for own work and how it impact's the team's outputs
- Personable, presentable and professional

- Self-motivated
- Detail orientated
- A positive, pro-active problem-solving approach
- Ability to meet deadlines and work under pressure
- Discretion
- Integrity and honesty
- Assertive
- Hunger for learning and personal growth
- Strong relationship-building and communication skills
- Level of maturity to manage competing demands
- Eagerness to learn and make a positive contribution
- Appreciate the value of the industry and SAVCAs purpose

3. Education, experience and skills

SAVCA's Events and Membership Manager should have the following education, experience and skills:

- A bachelor's degree or equivalent qualification in business, marketing or project management with at least five years' working experience that is relevant to this position. Additional experience related to managing events or servicing customers would be an advantage.
- Strong written and verbal communication skills.
- Strong project management skills
- Mastery of various software tools such as Zoom Webinars, Word, Excel, Outlook and PowerPoint