



RMI
1720 Carey Avenue
Suite 600
Cheyenne, WY 82001
RMIMarketing.com

Project Development & Events Manager

About RMI

RMI is a destination marketing company founded in 1990 and based in Cheyenne, Wyoming, offering a multitude of services to businesses throughout the travel industry. Our mission is to increase sustainable visitation, spend and market share to fuel the economies of our stakeholders through world-class marketing service and results.

We're here to make a difference in the communities we believe in. In everything we do, we seek to be valued on our hard work, integrity, and reliability, and that's largely dependent on the motivation and drive of our staff. We offer competitive benefits including medical, dental, paid time off and holidays, 401k, remote working, and opportunities to advance your career.

Job Summary

We are looking for a highly organized leader to coordinate tradeshow, networking events and special projects for our growing tourism marketing firm. This position will be the primary lead on our clients' annual tradeshow event – International Roundup – carrying out general management and administration duties to create a dynamic and successful event. In addition to this critical event management, this role will have the creative challenge of growing networking opportunities for our team and managing special projects that bring crucial business development to RMI.

A successful Project Development & Events Manager at RMI should be ready to work on a small team and coordinate multiple and diverse projects from inception to execution. You should have a detail-oriented work style and enjoy event coordination, problem solving, communication and client and project management. This individual should embrace challenges, strive for improvements, and be willing and ready to tackle new opportunities.

The ideal candidate aligns with RMI's [core values](#), is creative, self-driven and can generate measurable results. This role may be a fit if you are looking to grow your career alongside a team of driven professionals.

Major Responsibilities

- Coordinate events, including: coordination of event RFP's; processing registration; venue communication and management; administering sponsorship sales; organizing room blocks and meeting rooms; arranging appointment schedules and overall event timelines; managing event communications and survey collection; travel arrangements; and precise record keeping
- Establish and maintain relationships with clients and vendors
- Manage and facilitate special marketing projects, including: strategic development of project goals; timeline management; client communication; budget management and billing support; project execution; and reporting
- Identify and coordinate networking opportunities for the RMI team, including: opportunity research; registration and sponsorship management; scheduling responsibilities; travel arrangements; development and shipping of necessary support materials; promotion of participation to relevant local and industry-wide connections
- Community outreach to allow the RMI team to volunteer, support and give back to our community

Skills Required

- Exceptional organizational and prioritization skills with particular attention to detail
- Excellent written and verbal communication skills
- Self-motivated, driven and able to build strong relationships at all levels of the organization and within the event planning and tourism industries
- Strong leadership and ability to work closely with internal teams and strategic partners
- Ability to multitask and work in a fast-paced environment
- Creative solution seeker
- Ability to manage multiple diverse projects

- Ability to stay calm in pressure situations

Education & Experience

- Business or marketing-related degree or equivalent professional experience
- 2+ years of event management work experience
- Relevant tourism industry experience and knowledge a plus
- Limited travel required

Compensation & Benefits

- Salary range between \$55,000-\$60,000; commensurate with experience
- Medical and dental insurance
- 401(k) with employer match and opportunity for company profit share
- 18 days of paid vacation and personal leave time
- Remote working available
- Downtown Cheyenne office space
- Career growth opportunities

Location

Consideration for a fully remote position for highly qualified candidates.

How to Apply

Qualified candidates should forward cover letter and resume via email to RMI at the following:

RMI

ATTN: Mathias Jung, CEO

e. mjung@RMIMarketing.com

p. 307.637.4977 x 1