

## **Event Manager (Full-Time)**

**Location:** Brussels, Belgium

**Employment Type:** Full-time

**Start Date:** From January 2026 until April 2027 (with possibility of extension, subject to funding).

### **About the Global Renewables Alliance:**

The **Global Renewables Alliance (GRA)** serves as the unified voice of the renewable energy industry on the global stage. Our mission is to inspire action, foster collaboration, and accelerate the transition to a renewable energy future. Through impactful events, strategic campaigns, and meaningful partnerships, we drive global conversations and innovations in clean energy. The GRA was founded by leading organizations in the renewable energy sector, including the **Global Wind Energy Council, Global Solar Council, International Hydropower Association, Green Hydrogen, Organisation, Long-Duration Energy Storage Council**, and the **International Geothermal Association**. Together, these global bodies have come together to amplify the private sector's role in the energy transition. Our collective goal is to triple global renewable energy capacity by 2030, reaching at least 11,000 GW, and build a sustainable future powered by renewables.

### **Role Overview:**

We are seeking a talented and organized **Event Manager** to lead the planning and execution of high-impact events that drive engagement with key stakeholders, including policymakers, industry leaders, and global audiences. From international conferences (e.g. COP or New York Climate Week) to virtual summits (Webinars or digital workshops), the Event Manager will play a vital role in showcasing the Alliance's mission and ensuring every event is executed with excellence. Reporting to the Senior Event Manager, the Event Manager will be responsible for certain events and coordinate all aspects of event management, from conception to completion, with a focus on creativity, sustainability, and precision.

**Key Responsibilities:****Event Strategy and Planning:**

- Support the development and implementation of an annual event calendar aligned with GRA's strategic goals.
- Design event concepts and themes that resonate with target audiences and amplify GRA's mission.

**Event Execution:**

- Oversee all event logistics, including venue selection, vendor management, contracting
- Negotiation, and budgeting
- Coordinate technical requirements for virtual and hybrid events
- Manage event registration systems and ensure a seamless attendee experience

**Stakeholder Engagement and Speaker Management:**

- Work closely with internal teams and external partners to curate sessions, programmes, speaker lineups, develop agendas, and create promotional materials
- Cultivate relationships with key stakeholders, sponsors, and collaborators to enhance event success
- Manage speakers through all steps: selection, invitation, confirmation, preparation, onsite management and post event follow up

**Performance Measurement:**

- Evaluate the success of each event using KPIs and attendee feedback
- Prepare post-event reports with recommendations for future improvements

**Qualifications:**

- Bachelor's degree in Event Management, Communications, Marketing, International Relations, or related field.
- 3+ years of experience in international event planning and execution, preferably in high-level multilateral settings and within climate and energy sectors.
- Strong organisational and project management skills, with extensive experience delivering complex, high-profile events, preferably experience with events requiring strict adherence to protocol for commissioners, senior political leaders etc.

- Excellent communication and interpersonal skills for managing diverse stakeholders.
- Full professional proficiency in English is required; additional languages, particularly French, Spanish, or Portuguese, are a strong asset
- Proficiency in virtual event platforms and event management tools
- Strong creative problem-solving abilities combined with a keen attention to detail
- Passion for climate, energy and sustainability

#### **What We Offer:**

- Competitive salary and comprehensive benefits package
- Opportunities to work on global, mission-driven events in the climate and energy space
- Exciting international travel to inspiring locations as part of your work.
- A young, dynamic, and collaborative team that values creativity, inclusion, and professional growth
- The chance to be part of a movement shaping the future of energy and driving meaningful change worldwide

To be eligible for this role, a valid work permit for the EU/Belgium is required.

#### **How to Apply:**

Interested candidates are encouraged to submit their resume, cover letter, and examples of past event projects **in one PDF** to [events@globalrenewablesalliance.org](mailto:events@globalrenewablesalliance.org) by 08 December 2025. Please include “Event Manager 2026 – Global Renewables Alliance” in the subject line. Please note that only candidates selected for an interview will be contacted by the GRA.

#### ***Diversity, Equity, and Inclusion Statement***

*At the **Global Renewables Alliance**, we celebrate and embrace diversity in all its forms. We believe that a wide range of perspectives strengthens our ability to drive innovation and create lasting change. We are committed to fostering an inclusive environment where everyone - regardless of race, ethnicity, gender identity, sexual orientation, age, ability, or background - feels valued, respected, and empowered to contribute to a renewable energy future.*