



Greater Lafayette Commerce

Job Title: Quality of Life Manager

Department: Operations

Reports to: Director of Operations and Events

FLSA Status: Exempt

Job Type: Full Time

Organization Background:

Greater Lafayette Commerce serves as a nexus in the Greater Lafayette economy. A nonprofit economic development and chamber of commerce organization serving Tippecanoe County, Indiana, Greater Lafayette Commerce is membership-based and supported by local industries, businesses, governments, and individuals. Our mission is to advance economic and community prosperity and a superior quality of life.

Work Culture

Greater Lafayette Commerce is a hub for community initiatives, economic development, business engagement, events, and programs throughout Greater Lafayette. Our team works collaboratively in a dynamic, forward-thinking and fast-paced environment. Team members are expected to take ownership of their work while also supporting one another and the broader goals of the organization.

Position Summary

Greater Lafayette Commerce is seeking an energetic, community-minded Quality of Life Manager who is passionate about Greater Lafayette and enjoys creating experiences that bring people together.

This position leads and supports programs, events and initiatives designed to strengthen community connection, showcase the quality of life available throughout Greater Lafayette, and help young professionals, interns, employers and community partners build stronger connections to the region.

The Quality of Life Manager will also play a key role in helping plan and execute Greater Lafayette Commerce events throughout the year, assisting with event logistics, guest experience, volunteer coordination, community partnerships and program execution.

The ideal candidate is self-motivated, highly organized and detail-oriented, but equally comfortable walking into a room of people they have never met, starting conversations and building relationships. They should genuinely enjoy hosting events, connect people and discovering new ways to showcase what makes Greater Lafayette a great place to live, work and build a life.

Key Responsibilities

- Lead quality-of-life and community engagement initiatives that strengthen connections between young professionals, interns, employers, businesses and community organizations.
- Plan, manage and execute events and programs from initial concept through post-event evaluation, including timelines, logistics, registration, venue coordination, vendors, rentals, catering, audiovisual needs, volunteer assignments and guest experience.
- Create comprehensive event and program plans well in advance, identifying milestones, responsibilities, budgets and opportunities to continually improve the attendee experience.

- Serve as an enthusiastic and visible ambassador for Greater Lafayette, building relationships with businesses, nonprofit organizations, attractions, arts and cultural organizations, community leaders and other partners.
- Develop experiences that introduce participants to Greater Lafayette's restaurants, recreation, arts, culture, businesses, attractions, community organizations and other quality-of-life amenities.
- Lead and support programs focused on young professionals, interns, emerging leaders, talent attraction and talent retention.
- Identify opportunities to create new programs and events that strengthen community engagement and align with Greater Lafayette Commerce's strategic priorities.
- Build and maintain relationships with volunteers, sponsors, speakers, vendors and community partners.
- Recruit, coordinate and lead volunteers before, during and following events.
- Coordinate with local government offices, venues and community partners on event logistics such as reservations, street closures, furnishings, rentals, sound systems and other operational needs.
- Establish and manage event and program budgets, monitoring revenue and expenses and working toward established financial goals.
- Collaborate with the Member Engagement team on sponsorship opportunities and sponsor fulfillment.
- Collaborate with the Marketing and Communications team to develop event promotion, communications, registration campaigns and supporting materials.
- Lead or support committees and volunteer groups, keeping participants engaged, informed and moving toward established goals.
- Maintain event documentation, timelines, processes and systems that support consistent execution across Greater Lafayette Commerce programs.
- Support economic development, workforce development, membership and organizational events as needed.
- Evaluate programs and events using participation, attendee feedback and other relevant measures to identify opportunities for improvement.
- Perform other duties in support of Greater Lafayette Commerce's mission and strategic objectives.

Programs and Events

Programs and events managed or supported by this position may include:

- Greater Lafayette Internship Experience
- Greater Lafayette Young Professionals
- Farmers Market
- Rise & Shine
- Business Expo
- Golf Outing
- Greater Lafayette Commerce Annual Celebration
- Greater Lafayette Christmas Parade
- Quarterly Development Series

- HireME!
- Manufacturing Week
- Legislative Update
- Business Success programming
- New quality-of-life, community engagement and talent-retention initiatives

The Successful Candidate Will:

- Have a genuine enthusiasm for Greater Lafayette and the people, businesses, organizations and experiences that make the community unique.
- Enjoy hosting events and creating welcoming experiences for others.
- Be outgoing, personable and comfortable introducing themselves to people they do not know.
- Be a natural relationship-builder who enjoys connecting people and organizations.
- Be self-motivated and able to take a project from an idea to successful completion with limited supervision.
- Possess exceptional organizational skills and attention to detail.
- Be able to manage multiple projects, programs and deadlines simultaneously.
- Think several months ahead while still managing the details required today.
- Remain positive, professional and solutions-oriented when plans change or challenges arise.
- Be comfortable taking charge when needed while also working collaboratively as part of a team.
- Communicate professionally and effectively with a wide range of audiences.
- Bring creativity and curiosity to programming, continually looking for ways to improve events and community experiences.

Position Requirements

- Bachelor's degree or equivalent combination of education and relevant professional experience.
- Salary Range for this position is \$45,000 to \$50,000 per year.
- Experience planning and executing events, programs or community initiatives.
- Demonstrated ability to manage multiple projects and deadlines.
- Strong organizational, project management and communication skills.
- Experience working with volunteers, vendors, community partners or stakeholder groups preferred.
- Comfortable using modern technology, communication platforms and collaborative tools.
- Ability to occasionally work evenings, weekends and nontraditional hours as required by Greater Lafayette Commerce events and programs.
- Commitment to professional ethics, inclusivity and respectful engagement with individuals from diverse backgrounds.

Greater Lafayette Commerce is an equal opportunity employer.