



THE COMMONWEALTH OF MASSACHUSETTS
COMMISSION ON THE STATUS OF WOMEN



Project Manager Contractor (Event Planning Support and Evaluation)

Reports to: Executive Director

Location: Hybrid (Remote/Onsite); in-person attendance required at special events and meetings.

Classification: Contract

Stipend: \$2500 monthly

Duration: 12 month contract with potential for extension based on project needs.

Anticipated Start Date: August 10, 2026

The Massachusetts Commission on the Status of Women (MCSW) is an independent state agency established to advance the rights and lives of women in the Commonwealth of Massachusetts. The MCSW works through research, policy advocacy, education, and public engagement to promote equality and opportunity for women and girls across the state. The Commission is governed by 19 appointed Commissioners who also play an active role in event planning through the Program and Planning Committee and event-specific subcommittees.

The MCSW hosts three signature annual events that serve as cornerstones of the Commission's outreach, advocacy, and recognition work:

1. **GELI Summit:** Girls' Empowerment Leadership Initiative (GELI) is an all day summit focused on inspiring and equipping young women with leadership skills, mentorship connections, and civic engagement opportunities.
2. **Advocacy Day:** A day at the State House bringing together women, advocates, and community leaders to engage directly with legislators on issues of importance to women in the Commonwealth.
3. **Commonwealth Heroines:** A recognition ceremony honoring hundreds of women from across Massachusetts who have made extraordinary contributions to their communities, fields, or the advancement of women's rights.

The MCSW seeks a qualified individual or firm to serve as Project Manager for one (1) year. The selected contractor will be responsible for the coordination and on-the-ground execution of the three pillar events, working in close partnership with MCSW staff, Commissioners, and event planning committees, and reporting directly to the MCSW Executive Director.

This is not a build-from-scratch engagement. The MCSW has successfully produced all three pillar events in prior years and will provide the selected contractor with existing structural frameworks, historical budgets, vendor notes, run-of-show templates, and planning documentation from previous events. The contractor is expected to work from and refine these existing materials rather than develop new systems independently.

General Project Management Responsibilities

- ☐ Serve as the primary operational coordinator for all three MCSW pillar events throughout the contract period
- ☐ Work from existing MCSW event frameworks, historical budgets, and planning notes to develop and maintain updated project plans, timelines, and status trackers for each event
- ☐ Facilitate planning committee and subcommittee meetings; setting agendas, running meetings, and tracking follow-up action items through to completion

- Report progress, risks, and key decisions to the MCSW Executive Director on a regular cadence, and escalate issues requiring ED input or approval in a timely manner
- Maintain organized, shared documentation and records for all event-related activities so that MCSW staff always have visibility into event status
- Serve as the central operational liaison between Commissioners, planning committees, MCSW staff, and external vendors ensuring all parties have the information they need to fulfill their respective roles

Event Coordination & Logistics

- Identify and recommend event venues; coordinate site visits and share venue details and needs with the Executive Assistant/Clerk for contract processing
- Identify catering, audio/visual, printing, and other vendor needs; communicate clear vendor specifications and timelines to the Executive Assistant/Clerk for supply orders and payment processing
- Manage guest lists, RSVPs, and attendee logistics in coordination with MCSW staff and planning committees
- Develop and oversee the event day run-of-show and staffing plan; serve as the on-site operational lead on event days
- Coordinate honoree and speaker logistics including outreach, confirmations, briefing materials, and day-of support
- Coordinate with Commonwealth protocol and legislative offices as needed, particularly for Advocacy Day and Commonwealth Heroines

Fundraising and Sponsorship Support

The Executive Director leads all fundraising and sponsorship solicitation for MCSW events. The contractor's role is to support the ED's efforts by providing the materials and information needed to make those asks effective. Specifically, the contractor will:

- Prepare event briefs, attendee projections, sponsorship benefit summaries, and other materials the Executive Director may need to support sponsor or donor outreach
- Track sponsorship commitments and communicate confirmed sponsor needs (signage, recognition, seating, etc.) to the appropriate MCSW staff
- Ensure sponsor recognition requirements are incorporated into event logistics, run-of-show, and signage plans
- Flag fundraising timelines and deadlines to the Executive Director with sufficient lead time to support outreach

Staff and Commissioner Coordination

- Maintain regular communication with the Executive Director, providing structured status updates and proactively surfacing decisions that require approval
- Coordinate with the Communications & Marketing Director by sharing event logistics, timelines, and content details needed to support promotional activities — without taking on marketing responsibilities directly
- Coordinate with the Executive Assistant/Clerk by preparing clear vendor needs, timelines, and documentation to facilitate supply orders and contract processing
- Engage and activate Commissioners through planning committees and subcommittees, assigning tasks, following up on deliverables, and ensuring their contributions are integrated into event plans

Post-Event Responsibilities

- Conduct post-event debrief meetings with planning committees, Commissioners, and the Executive Director

- Compile attendance data and event notes; update existing budget and planning templates with actuals for use in future event cycles
- Produce a concise written post-event summary for each pillar event to be added to the MCSW's institutional event archive

Deliverables

The contractor shall produce the following deliverables for each of the three pillar events:

1. Updated Event Project Plan with timeline, milestones, and committee assignments (built from existing MCSW frameworks)
2. Budget Tracker updated from historical templates, maintained throughout the planning cycle with actuals
3. Vendor Needs Log with specifications and timelines, provided to the Executive Assistant/Clerk for procurement processing
4. Sponsorship Support Materials (event briefs, benefit summaries) provided to the Executive Director as needed
5. Event Day Run-of-Show and Staffing Plan
6. Post-Event Summary Report including attendance, budget actuals, and lessons learned

Additionally, the contractor shall provide the Executive Director with monthly status updates covering all three events throughout the contract period.

Required Qualifications

- ☐ Minimum three (3) years of experience planning and managing events of comparable scale and complexity
- ☐ Demonstrated experience managing multiple events or projects simultaneously
- ☐ Strong project management skills with proficiency in planning and collaboration tools (e.g., project management software, shared drives, spreadsheets)
- ☐ Experience facilitating multi-stakeholder committees, boards, or volunteer groups
- ☐ Excellent written and verbal communication skills, with the ability to engage effectively with both senior leadership and community volunteers
- ☐ Ability to work collaboratively within an existing team structure and adapt to established organizational systems and processes

Preferred Qualifications

- Experience planning government, legislative, or nonprofit events in Massachusetts
- Familiarity with the Massachusetts State House, legislative offices, or state agency operations
- Experience working with boards, commissions, or volunteer-driven planning structures
- Experience with events focused on women's empowerment, advocacy, or recognition
- Existing vendor and venue relationships in the Greater Boston and Massachusetts area
- Experience preparing materials to support development, sponsorship, or fundraising efforts

Application Instructions: Please submit your resume and a cover letter highlighting your relevant experience to Shaitia.Spruell@mass.gov. Include "Contract Project Manager" in the subject line. First consideration given to applications received by July 13, 2026, the job post will remain open until filled.