

JOB DESCRIPTION

Conference and Events Manager

SFi Impact Week

We are looking for an experienced Events Manager to oversee the production of SFi's Impact Week in May 2026, which will include their international Summit and a half day global Family Office retreat.

- Take a lead role in managing the production and execution of the prestigious Impact Week, including developing the schedule, programme and sessions for the Summit and Impact Retreat. Provide comprehensive support and management throughout the speaker onboarding process.
- Partner with the SFi team to create a line-up of high profile, influential impact investing thought leaders and speakers to participate in Impact Week events.
- Oversee onboarding process, including speaker briefings and session design.
- Develop the Impact Week message house and communications content for all external Summit comms.
- Ensure all contracted programme deliverables for Sponsors are met to the highest standards.
- Set-up and steer project meetings with other members of the team to ensure smooth delivery.

Skills & Experience

- Proven track record of successful event management is essential.
- Confident, able to work with minimum supervision to strict timelines and remain calm under pressure.
- Extremely organised with excellent prioritisation skills - able to multitask and work on multiple events concurrently.
- Excellent communication skills and confidence to deal with stakeholders at all levels, face to face, in writing or virtually.
- Strong interest and some familiarity in impact investing, sustainable finance, business for good, social innovation and social entrepreneurship.
- Prior financial services/professional services experience would be advantageous.
- Keen attention to detail, with the ability to present written content effectively in English to native standard.
- Experience in Event Marketing and Communications.

Role Details

- **Duration:** 8 months - approx November 2024 - June 2025
- **Part Time :** 2-3 days per week
- **Flexible Working:** Office based 1-2 days per week

Event Overview

SFi Impact Summit: *Capital Meets Purpose - Catalysing Impact in Asia Pacific*

The SFi Impact Investing Summit engages global Family Offices, Private Investors and Asset Owners with a focus on Asia Pacific.

Welcome to SFi's Annual Flagship Event. Building on the exciting momentum created at SFi's Asian Family Impact Summits in 2023 & 2024, we are delighted to welcome you to the SFi Impact Week 2025. As the premier Impact Event in Asia Pacific, next year's programme will be even bigger, bolder and better.

Since SFi's inception in 2018, we have witnessed first-hand the growing global interest and activity of asset owners around impact, particularly in Asia Pacific. We have hosted 200+ events, from investor circles and expert roundtables, to site visits, learning workshops and more, engaging 5,000+ participants along the way, and we are now ready to scale our impact even further.

2025 and Beyond

To mark this growth, intentionality and collaboration across the impact community, the SFi Impact Summit will convene 250+ leading family offices, private investors and ecosystem builders in Hong Kong, APAC and beyond. Catalysing impact across Investment, Business and Innovation, Strategic Partners will activate impact with the broader community over the course of SFi's Impact Week.

About SFi

[Sustainable Finance Initiative](#) (SFi) is a community of private investors who believe in Capital that Matters. Our mission is to mobilise private capital for positive impact. We empower family offices, private investors and financial services professionals from around the world with the knowledge to invest for purpose and profit.

This is a unique opportunity to be part of a dynamic team and make a real impact in the sustainable finance space, so if you want to combine both your talent and passion for impact investing, please send in your application.

To Apply

- Please fill out the [Application form](#) and attach your CV.
- Application closing date 21 October 2024