



Community & Partnerships Manager

Boston, MA – Hybrid

Job Description

Nineteen Group Americas is seeking a Community & Partnerships Manager to build and strengthen relationships across our event communities. This role focuses on attendee growth, engagement, and partnerships with associations, media, and influential stakeholders in a specialized technical field. You will prospect new audiences, retain and expand existing relationships, and ensure that our events deliver exceptional value to participants.

This is a relationship-led, target-driven role that requires strong communication skills, creativity, and a passion for building communities around events.

Responsibilities

- Deliver on attendee growth and retention goals by driving new registrations, strengthening relationships with returning participants, and supporting VIP/key buyer engagement.
- Proactively prospect new attendees through a multi-channel approach (phone, email, social outreach, and partnerships), building a strong and qualified pipeline.
- Maintain accurate attendee and partner records, track outreach activity, and support data growth and health.
- Confidently present the event value proposition and attendee benefits to groups and organizations, aligning participation with client objectives such as training, professional development, or business growth.
- Stay informed on industry trends and competitor events to anticipate attendee needs and position our events effectively in the market.
- Provide onsite support for key attendees, including concierge-style assistance for VIPs, hosting and entertaining buyers, and capturing feedback to inform future improvements.
- Collaborate across teams, particularly with marketing on campaigns and collateral, while ensuring smooth coordination with content and operations where needed.
- Manage trade/barter agreements established with industry partners, including fulfillment of deliverables, working with collaborating with marketing, operations, and leadership as necessary.



- Represent Nineteen Group at industry events and community activities to build awareness, grow relationships, and uncover new opportunities.
- Track and report on partnership performance, attendee growth, and engagement metrics to evaluate success and improve outcomes.

Qualifications

- Must be legally authorized to work in the United States without the need for employer sponsorship.
- Minimum 3 years of experience in partnerships, audience development, or attendee acquisition for conferences or trade shows
- Proven track record of hitting growth, retention, or engagement targets
- Skilled in prospecting and pipeline development across phone, email, social, and in-person channels
- Experience presenting value propositions to organizations and senior decision-makers
- Comfortable using CRM or database tools to manage outreach, data accuracy, and reporting
- Working knowledge of digital marketing tactics (email campaigns, social media, targeted promotions) and how they drive audience acquisition
- Excellent organizational skills with the ability to manage multiple priorities and deadlines
- Strong communicator with the ability to build and maintain senior-level relationships
- Willingness to travel to industry events and partner meetings as required

Compensation & Benefits

- Salary: Competitive salary depending on experience
- Hybrid work experience (2-3 days on-site per week) in the heart of Boston, just steps away from South Station
- Generous 20 paid vacation days per calendar year in addition to 40 hours of sick time



- 10 paid company holidays in addition to two floating holidays, paid office closure between Christmas and New Year, and your birthday off
- 401(k) Plan with employer match
- Full benefits package including medical, dental, vision, voluntary life insurance, HSA, and FSA.
- Basic life, long-term disability & short-term disability coverage

Equal Employment

Nineteen Group provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, national origin, age, sex, sexual orientation, veteran status, disability, or genetics. In addition to federal law requirements, Nineteen Group complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has offices. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

About Nineteen Group

www.nineteengroup.com

Nineteen Group is a rapidly expanding, dynamic, and ambitious media and events company, backed by Phoenix Equity Partners. The company is actively growing its portfolio by launching and developing events, exhibitions, and publishing initiatives. With over 30 events held annually across the globe, Nineteen Group serves industries such as retail, security, cybersecurity, fire safety, emergency services, construction, manufacturing, health and safety, maintenance, and more.

In addition to its events, the company has a strong publishing and media division, producing news outlets, awards, summits, and networking events. Nineteen creates platforms through which communities engage, innovate, and grow. We have a proven track record of attracting leading business decision-makers who attend to gain commercial insights and best practices.

Nineteen Group is run by a team of passionate professionals who care deeply about what they do, love the excitement of events, and bring their unique personalities to work to make a difference to our customers. We are constantly striving to push the boundaries of our events and deliver a rewarding experience for both exhibitors and visitors.

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