

WE ARE HIRING A

Program Operations Manager

Designs and produces IMAGINE's annual programming calendar, and runs the convenings that drive new-business conversion and member visibility.

HYBRID · SOHO WORKS, 3 DAYS/WK

£65,000 – £75,000

NEW POSITION

REPORTS TO

Dom, Director of Community & Membership

TEAM

Community Membership

STATUS

Open role, new position

ROLE PURPOSE

Designs and produces IMAGINE's annual programming calendar and runs the convenings that are membership's business-development engine and service-delivery mechanism, in-person (Oxford Accelerator, Davos, New York Climate Week, London Climate Week, Inner Circle hub salons) and virtual (Community Connect Calls, thematic sessions, Flockings), end to end. This is where new-business conversion happens and where existing members get the visibility, matchmaking, and speaking opportunities that are core to the membership offer. As IMAGINE's Inner Circles launch across new hubs in 2027, this role also builds the salon "franchise model" that lets that expansion scale with the community rather than through this role alone. It also keeps the team's operating tools (Notion, HubSpot, AI-assisted workflows) running cleanly enough that programming can scale without adding headcount. We are looking for someone genuinely on top of global impact trends, who follows the shifts across climate, leadership, and social change closely enough to connect the dots and translate them into the right speakers, partners, and audiences for IMAGINE's convenings.

KEY RESPONSIBILITIES

- **Programming & content design**, shape the content, not just the run-of-show: session formats, speaker briefs, and thematic arcs for each convening, working with Dom and the CEO to translate strategic themes into distinctive member experiences
- **Annual programming calendar**, co-design the full annual calendar with Dom and the CEO, sequencing, pacing, and thematic coherence across the year
- **Fixed anchor events**, Oxford Accelerator (2–3/yr), Davos, New York Climate Week, London Climate Week, coordinating contributors, content design, ecosystem partnerships, and logistics for each
- **Virtual programming cadence**, own the virtual calendar end to end: 8–10 sessions a year (4 Community Connect Calls, 4+ thematic sessions on issues like AI, food systems, materials, planetary boundaries), plus Flocking calls and co-hosted ecosystem-partner events
- **Inner Circle salon launches**, produce a flagship salon in each hub as Inner Circles launch across the 2026–2027 rollout, mapped across ~18 city and regional hubs including London, New York, the US West Coast, Paris, Amsterdam, Zurich, DACH, the Nordics, Dubai, São Paulo, Latin America, Johannesburg, East Africa, Lagos/West Africa, Asia Pacific, and Sydney
- **Salon franchise model**, build a model produced with and by community members rather than solely by HQ, letting IMAGINE's depth of connection scale with the community while still delivering matchmaking, voice & visibility, and leadership development
- **Production & delivery**, structured playbooks for repeatable event excellence; timelines, logistics, supplier and vendor coordination; save-the-dates, invitations and landing pages timed to build RSVP momentum
- **Pipeline ownership**, own the RSVP and attendee pipeline for every event, and HubSpot tagging so every attendee converts into trackable pipeline for the BD & Engagement Manager
- **Tools & AI-enabled operations**, keep Notion event pages, project plans, and HubSpot event/RSVP data clean and current; lead adoption of AI tools (Claude and similar) to speed up playbooks, briefing docs, and repeatable admin

TRAVEL & TIME ON THE MOVE

- **Global conferences**, New York Climate Week, Davos, COP, ChangeNOW; being in the room is core to shaping these well
- **IMAGINE Salons**, travel to around 5–10 Salons a year, hosted in the homes of IMAGINE Leaders

WORKS CLOSELY WITH

- **Community BD & Engagement Manager**, hands off event-attendee pipeline for sales and relationship follow-up
- **Social Media Manager**, supplies event content and access for storytelling and coverage
- **Fractional EA**, separate function covering the CEO's calendar, distinct from this role's remit

SUCCESS MEASURES

- Event-to-membership conversion rate, and \$ pipeline value attributable to programming, tracked monthly against IMAGINE's growth strategy (~300 to 3,000 members)
- Convenings delivered on calendar and budget
- Virtual cadence held at 8–10 sessions/year, on schedule
- Inner Circle salons delivered in each 2027 hub launch market, ahead of local public launch
- Progress building the salon franchise model, as a proxy for scaling depth of connection

EXPERIENCE

Track record producing content and programming, not just logistics, for a membership or convening organisation: session formats, speaker briefs, thematic arcs for a senior audience. Comparable to a Summit "producer" or a live-events/production background.

A genuine intellectual curiosity about the forces this community organises around, and an early-mover instinct for identifying trends before they surface.

COMPENSATION & TIMING

Base	£65,000 to £75,000, depending on experience
Hiring timeline	Role posts end August, alongside the Community BD & Engagement Manager. First-round interviews late October; hire confirmed early November, after the Oxford Accelerator / NY Climate Week window closes.
Benchmark	UK charity/membership comparables (Aug 2026): Event Producer/Manager and Membership Manager roles run £37K–£49K; Senior Programme Manager roles run £61.7K–£73.4K. £65,000–£75,000 places this hybrid production-plus-ops role within that senior-programme band.