



Event Director

- Oversee the planning, coordination, and execution of all FETX Annual events, including the Headshot Happy Hour, Bloom & Brew, Saturday School for Bosses, and Women of Texas Awards.
- Develop and manage event timelines, budgets, and logistics.
- Lead event teams and coordinate with vendors, venues, and FETX Team.
- Ensure each event aligns with FETX's mission and goals.
- Supervise and mentor the Event Coordinator, providing guidance and support for their responsibilities.
- Manage post-event evaluations and implement improvements for future events.