

# JOB DESCRIPTION

## Manager – Support & Events

### ALLIANCE FOR AN ENERGY EFFICIENT ECONOMY

Alliance for an Energy Efficient Economy (AEEE) supports policy implementation and enables the energy efficiency market with a not-for-profit motive. AEEE promotes energy efficiency as a resource and collaborates with industry and government to transform the market for energy-efficient products and services, thereby contributing toward meeting India's goals on energy security, clean energy, and climate change. AEEE collaborates with diverse stakeholders such as policymakers, government officials, businesses and industries, consumers, researchers, and civil society organizations. We encourage you to check out some of our flagship initiatives, such as the [India Cooling Action Plan](#), [Solar Decathlon India](#), [State Energy efficiency Index](#), and [our publications](#).

### PURPOSE OF THE ROLE

AEEE is looking for a self-motivated, positive and passionate individual with a problem-solving and growth mindset who will join our team to further enhance & empower our brand identity and recognition.

### ROLE POSITIONING

<b>Designation(s)</b>	Manager – Support & Events
<b>Reporting Matrix</b>	Dual Reporting
<b>Location (City name)</b>	New Delhi, India
<b>Employment type</b>	Full-Time

### RESPONSIBILITIES

#### KEY RESPONSIBILITIES AREAS:

##### 1. Governance and Meeting Coordination:

- Responsible for all coordination and logistics for all governance-related meetings and VCs.
- Collaborate with the AEEE CS firm, directors, SMT members and Manager SI to plan and prepare for all governance meetings, including agenda preparation and action taken reports, pre-read and background documents, report circulation, and accurate recording and timely distribution of meeting minutes. Ensure all statutory and compliance-related actions under the Societies Act are addressed promptly.
- Address any requests coming from AEEE Executive Council members politely and expeditiously, follow up with the elected officers' (Chair, Vice-Chair and Treasurer) or their office to conclude governance matters in a timely manner.

##### 2. Executive Assistant and Administrative support:

- Maintain the Executive Director's and Sr. Technical Director's calendar, files, records, memos, notes, and all other official

communication and documentation in an organized and confidential manner digitally on AEEE's Google Drive.

- Work closely with other support functions (finance and accounts, office administration, HR) and Manager SI to ensure high operational efficiency within AEEE.
- Arrange and coordinate travel and accommodation for the Executive Director, Technical Director, and Executive Council members for business-related purposes, ensuring all logistics are efficiently managed in collaboration with the administration team, who will handle the bookings. Confirm all travel details, prepare comprehensive itineraries, and ensure necessary travel documents are in order. Additionally, collect and verify expense receipts, and file expense reports in a timely manner, adhering to AEEE's expense reimbursement policy to ensure accuracy and prompt submission for approval.

### **3. Event Coordination:**

- Manage all AEEE events end-to-end, including flagship events like FEED, Energise, and SDI, as well as other internal organizational events. This encompasses venue and event logistics, audio-visual and technical requirements, printing and branding, and technical planning and coordination.
- Oversee travel logistics, including itinerary planning and hotel bookings, along with conference kits, materials, and outsourced services (e.g., Event Coordinator for FEED, Energise, etc.). While the actual ticket and hotel bookings will be handled by the Admin team, this role will be responsible for gathering and sharing the necessary information. In cases where event management and logistics are on a larger scale, you are expected to provide extended support as needed.
- Event planning requires extensive collaboration with the Finance & Admin team, Communications team, and Research teams to ensure seamless execution, cohesive branding, and effective outreach.

## **KEY PERFORMANCE INDICATORS**

### **GENERAL**

- Excellent written and verbal communication skills in English, with the ability to convey complex information clearly and concisely.
- Strong organizational and time management skills; able to manage multiple priorities and stakeholders.
- High-quality documentation and timely delivery of meeting minutes, reports, and communication materials.
- Proactive and independent approach, with adaptability to shifting priorities and timelines.
- Effective coordination across teams for smooth execution of meetings, events, and operational activities.
- Strong follow-through on assigned actions and attention to detail in all administrative tasks.



- Initiative-driven and capable of supporting organizational goals with minimal supervision.

## REQUIRED EDUCATIONAL QUALIFICATION & RELEVANT EXPERIENCE

- Graduate or Postgraduate degree in Business Administration, Public Administration, or a related field.
- 10–15 years of experience in executive or administrative support, preferably at senior levels.
- Proven ability to manage high-level calendars, travel arrangements, and official documentation.
- Hands-on experience in coordinating internal and external events end-to-end.
- Familiarity with governance-related coordination and stakeholder communication.
- High proficiency in digital tools including Google Workspace and Microsoft Office Suite.
- Ability to multitask, handle sensitive information with discretion, and maintain digital file systems.
- Demonstrated problem-solving mindset and commitment to professional excellence.
- Alignment with AEEE's core values: Respect, Integrity, Synergy, and Excellence (RISE).

## WORKING AT ALLIANCE FOR AN ENERGY EFFICIENT ECONOMY

### WHAT AEEE OFFERS YOU

This is an exciting time to join a growing AEEE team and join us at our LEED Platinum certified office in New Delhi. AEEE advocates for data driven and evidence-based energy efficiency policies that will unleash innovation and entrepreneurship within the country to create an energy-efficient economy. We hold **Respect** for all, **Integrity** at all times, **Synergy** within AEEE and **Excellence** at work (**RISE**) as our core values and central to building a culture that is unique to us. We provide a dynamic and progressive environment with opportunities to grow both professionally and personally while contributing to the country's progress. We have a start-up mindset and offer a friendly team environment with the opportunity to work on highly successful and dynamic portfolio of programs where your performance and contributions to the growth of AEEE is the ticket to your professional excellence. We have a strong commitment to our people and strive to live by our values as we listen, learn and provide equal opportunities to young and experienced staffers, and to technical, support function, and individual contributors.

### HOW TO APPLY

If you are confident that you meet the criteria listed above and would like to be part of the dynamic AEEE team, we would love to hear from you. Serious candidates are requested to send their Cover Letter and CV (no more than two pages and addressing how your



experience fit the KRAs and KPIs listed in the job description) with the subject line **Manager – Support & Events** to [jobs@aeee.in](mailto:jobs@aeee.in)

