

Special Projects Manager, Center for Entrepreneurship

Nashville, TN, United States

Job Description [ID # 10007129, posted 24 July 2025]

Job Description

The Special Projects Manager is part of Owen Graduate School of Management's Center for Entrepreneurship at Vanderbilt University and is a key individual contributor responsible for managing and executing strategic programs and events that advance the university's entrepreneurial ecosystem. This position leads high-impact initiatives with precision, creativity, and a strong commitment to stakeholder engagement. Reporting directly to the Director of the Center for Entrepreneurship, the Special Projects Manager collaborates regularly with university partners, alumni, students, and startup leaders to ensure seamless program delivery and long-term success.

The Special Projects Manager will oversee the planning, coordination, and execution of signature projects that support the Center's mission of fostering innovation and entrepreneurial thinking. This includes managing logistics, partnerships, communications, and post-event assessment. The role requires strong project management, a strategic mindset, and the ability to engage diverse stakeholders in meaningful ways.

The Center for Entrepreneurship at the Owen Graduate School of Management supports the development of entrepreneurial thinkers and doers across the Vanderbilt community. Through academic and co-curricular programming, immersive learning experiences, speaker series, and community engagement, the Center equips students and alumni with the resources, network, and support needed to launch or join high-impact ventures. The team is collaborative, dynamic, and deeply committed to fostering inclusive innovation and a thriving startup ecosystem rooted in Vanderbilt's values and mission.

Duties and Responsibilities

- Plan and execute Vanderbilt's marquee startup conference, Convoy, including securing venues, managing staffing logistics, coordinating speaker and participant travel, and partnering with internal departments on marketing, sponsorships, and attendee engagement.
- Lead growth and execution of Founders Confidential, Vanderbilt's startup leader community—supporting membership campaigns, coordinating logistics, setting agendas, recruiting speakers, and delivering high-value events.
- Deliver the Summer Venture Immersion program by working with Donor & Alumni Relations and the Strategic Advisory Council to recruit placements, marketing to and interviewing student applicants, running pre-program training, coordinating summer programming, and gathering feedback from all stakeholders.
- Organize the Startup Career Fair, including employer outreach, campus promotions, space and catering coordination, and on-site event management.
- Plan and support special workshops, speaker engagements, and Center-sponsored events as requested.
- Partner with Marketing and Communications to craft targeted campaigns that support recruitment and engagement goals for all programs.
- Use surveys and feedback tools to measure impact and evolve program offerings in alignment with Center goals and university values.
- Other duties as assigned

Supervisory Relationships

This position could potentially have supervisory responsibility over student workers. This position reports administratively and functionally to the Director of the Center for Entrepreneurship. [continued]

Qualifications

- A bachelor's degree or an equivalent combination of education and experience is necessary.
- At least three years of relevant experience in program management, event planning, or higher education administration is necessary.
- Strong project management and organizational skills are required.
- Experience working in entrepreneurial or innovation-driven environments is preferred.
- Excellent written and verbal communication skills are required.
- Experience managing events or large-scale initiatives with multiple stakeholders is strongly preferred.
- Ability to work independently and collaboratively across functions and departments is necessary.
- Comfort with public-facing roles, including representing the Center in external settings, is preferred.

About Us

At [Vanderbilt University](#), our work - regardless of title or role - is in service to an important and noble mission in which every member of our community serves in advancing knowledge and transforming lives on a daily basis. Located in [Nashville](#), Tennessee, on a 330+ acre campus and [arboretum](#) dating back to 1873, Vanderbilt is proud to have been named as one of "America's Best Large Employers" as well as a top employer in Tennessee and the Nashville metropolitan area by Forbes for several years running. We welcome those who are interested in learning and growing professionally with an employer that strives to create, foster and sustain opportunities as an employer of choice.

We understand you have a choice when choosing where to work and pursue a career. We understand you are unique and have a story. We want to hear it. We encourage you to apply today so that you might become a part of our story.

Vanderbilt University is an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran, or any other characteristic protected by law.

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