Events & Partnerships Manager

Location: Dubai, UAE
Type: Full-time | Hybrid
Travel: Regular Middle East travel required
Reporting to: CEO

About MEIRA

MEIRA is a fast-growing organization dedicated to developing and advancing Investor Relations (IR) and corporate governance across markets in the Middle East. With a strong member network and an expanding regional presence, MEIRA plays a key role in promoting best practices, capability building, knowledge-sharing, and connectivity for IR professionals and listed companies.

Role overview

We are seeking an experienced Events & Partnerships Manager to lead the end-to-end delivery of MEIRA's key event calendar—most notably the MEIRA Annual Conference, Awards, and Chapter Meetings—and to support the growth and management of strategic partnerships and sponsorships across the region. This is a hands-on role suited to someone who is proactive, highly organised, communicates confidently, and consistently delivers exceptional experiences for members, partners, and stakeholders.

Key responsibilities

1) Events strategy, planning & delivery

- Own the full event lifecycle, including concept development, budgeting, timelines, suppliers, execution, and post-event reporting
- Lead planning and on-site delivery of the MEIRA Annual Conference and Awards (flagship events)
- Manage ongoing Chapter Meetings and regional activations across the Middle East
- Coordinate all aspects of event operations, including venues, suppliers, branding, AV, and logistics
- Ensure a consistently high-quality attendee experience and strong stakeholder management

2) Partnerships & sponsorships

- Support sponsor and partner engagement before, during, and after events

- Coordinate sponsor deliverables, including branding, booths, speaking opportunities, assets, and deadlines
- Build and maintain relationships with partners and key stakeholders across the region
- Track and manage partnership pipelines, deliverables, and reporting

3) Stakeholder communications

- Act as a primary point of contact for speakers, sponsors, venues, and suppliers
- Collaborate on event communications, including invitations, email campaigns, schedules, and announcements
- Support the CEO and internal team with updates, timelines, and event/partnership reporting

4) Tools, registration & reporting

- Manage event registration and attendee databases using CRM and event platforms
- Track budgets, contracts, purchase orders, invoices, and supplier negotiations
- Gather feedback and produce post-event debriefs with actionable improvement insights

Requirements

- Must be based in Dubai
- 5+ years of events management experience within the GCC
- Good understanding of Middle Eastern capital markets
- Proven delivery of high-profile, multi-stakeholder events (conference experience strongly preferred)
- Willing and able to travel regularly across the Middle East
- Excellent communication and stakeholder management skills
- Strong organisational skills, attention to detail, and ability to manage multiple deadlines
- Professional written and spoken English (Arabic is an advantage)

What we offer

- A high-impact, strategic role in a fast-paced, mission-led regional organization
- Direct reporting line to the CEO with exposure to senior regional stakeholders
- A collaborative, high-performing team environment
- Opportunity to shape and grow MEIRA's flagship events and partner ecosystem
- Direct collaboration with the CEO to innovate and develop new initiatives that strengthen MEIRA's member offering

How to apply

Please email your CV and a short cover note to **careers@meira.me**