



Housing Colorado

Voice and action for affordable housing.

### **Job Description – Conference and Event Manager**

**Manage all educational programs and events for Housing Colorado (“HC”), including the annual Housing Colorado NOW! Conference (approximately 800 attendees and growing). Serve as staff liaison to volunteer committees, and a variety of subcommittees, providing leadership, guidance and input on the planning and implementation of all educational events. Effectively monitor the budget for the programs, events and conference established by the Executive Director through ongoing review and periodic reports.**

#### **Meeting and Event Planning:**

1. Work with the volunteer Education Committee, providing input and direction on the planning and logistical support of educational events for association members.
2. Create and maintain a master schedule of key tasks required for the successful implementation of education programs and events. Communicate needs and deadlines to volunteers, venue staff, and HC staff, and monitor progress of task completion.
3. Oversee contracting for meeting venues as required; contact partner organizations to secure and reserve space required.
4. Manage all speaker relations, including developing and providing speaker agreements and communicating expectations and deadlines. Solicit speaker AV requirements, presentation files, handouts, bios, and other information needed for successful implementation.
5. Produce agenda for all events, moderator notes, and arrange for volunteer assistance as needed.
6. Provide and/or coordinate all logistical support onsite for meetings and events, including securing necessary AV, arranging room set, and distributing name badges and handouts.
7. Arrange for and oversee food and beverage requirements as needed. Ensure ongoing review of budget vs actual costs.
8. Follow-up each event with online post-event evaluations, and summarize responses for ED and committee feedback.
9. Suggest and implement strategies for continuous improvement of HC event offerings to membership.

## **Annual Conference Planning and Management:**

1. Serve as staff liaison to the Conference Planning Committee and subcommittees.
2. Create timeline for development and execution of annual conference, including major milestones and deadlines for task completion. Coordinate volunteer assignments.
3. As the primary staff liaison with conference hotel(s), manage all aspects related to room blocks, contracting, onsite logistics, AV, and food and beverage requirements.
4. Solicit conference workshop proposals. Position will support selection committee in their work, and send follow-up letters of acceptance or rejection to submitters.
5. Oversee conference registration, from updating registration form online, to onsite management of the registration desk staff and schedules.
6. Manage all speaker relations, including developing and providing speaker agreements and communicating expectations and deadlines. Solicit speaker AV requirements, presentation files, handout, bios, and other information needed for successful implementation.
7. Coordinate marketing and communication of the event with staff, including providing program detail and workshop descriptions and other information as needed.
8. Oversee the production of conference publications, including save-the-date postcard, marketing mailer, onsite program and attendee directory. Coordinate with staff in compiling all content, including descriptions and attendee information.
9. Manage conference costs within budget, making ongoing adjustments to costs with conference contract as needed.
10. Post-conference, finalize all payments according to vendor contracts, ensure proper follow-up with speakers and volunteers, including thank you letter and other acknowledgements as appropriate, and update online evaluation form to provide summary to Board.
11. Suggest and implement strategies for continuous improvement of conference experience for attendees.

## **Other:**

1. Provide excellent customer service to members related to their inquiries regarding event registration, attendance, sponsorship and logistics as needed and in support of other HC staff.
2. Contribute as a team member within a small office to support association activities and priorities.
3. Attend and present at Board meetings based on areas of responsibility, as requested.
4. Other duties, as assigned.

## **Skills/Requirements:**

1. Four year college degree. Emphasis on event planning and management preferred.
2. Four to six years' experience in meeting coordination and/or management preferred.
3. Proficiency with basic computer software, including Microsoft Office suite required, AMS database familiarity preferred.

4. Experience with volunteer committee coordination preferred.
5. Excellent verbal and written communication skills required.
6. Excellent organizational skills and follow through required.
7. Ability to travel within Colorado for educational programs and conferences (occasionally) required.
8. Ability to travel within the Denver Metro area for event planning and management (frequently) required.

**Salary and Benefits:**

Salary commensurate with experience and qualifications. Benefits include: medical and dental insurance through employer plan. Employer match of employee contribution to 401(k) Plan up to maximum of 6% of salary following 90 days of employment. Generous sick and vacation leave included.

**To Apply:**

Please submit a cover letter and resume no later than August 10, 2018 to Nancy Erickson, Interim Executive Director, Housing Colorado at [nancy@housingcolorado.org](mailto:nancy@housingcolorado.org). Please, no phone calls.

Housing Colorado is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Housing Colorado is a membership-based association representing the entire affordable housing industry in Colorado. Our members include over 290 organizations from a range of professions, including developers, architects, construction companies, property managers, lenders, and supportive service providers. As a small staff organization, we foster a collaborative and team-oriented culture, with opportunities to work on a diverse range of projects throughout the year.

7.10.2018