



COUNCIL ON SOCIAL WORK EDUCATION

## JOB AD

**JOB TITLE:** Director of Meetings and Events

**REPORTS TO:** Vice President of Finance & Operations

**EFFECTIVE DATE:** February 7, 2020

---

### POSITION SUMMARY

As director of meetings and events, your role is to creatively and strategically direct, administer, develop, and execute all meetings and events for the Council on Social Work Education (CSWE) locally and nationally. This entails working collaboratively with CSWE's leadership team to ensure that meetings and events meet CSWE's standards. A successful candidate will also maximize outcomes across the organization that create industry-leading educational programs and virtual meeting and learning experiences. In this role, you'll work to identify new and emerging areas of learning technology related to meeting management. You'll also take a lead role in incorporating and instituting collaborative objectives. The director position is accountable for logistical planning, budgeting, and complex contract negotiations and vendor management.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### General Meetings & Events Management

- Develop, plan, and manage the RFP/bidding process and provide complete analysis of future Annual Program Meeting (APM) locations, meeting facilities, decorating company, housing, and registration services
- Develop and monitor the meeting revenue and expense budget
- Manage and provide all logistics for meeting room setups, food/beverage, audiovisual, power, WiFi, floral arrangements, registration counter equipment, and move-in and move-out coordination with hotel loading dock for the APM
- Schedule and assign meeting rooms for all educational and plenary sessions, preconference institutes, invited sessions, affiliate meeting space requests, and luncheons, receptions, and business meetings for the APM
- Oversee meeting sales and logistics coordinator and any other meetings and events staff members who manage logistical needs for the APM exhibit hall, including the floorplans, hall setup/teardown, ordering of booth equipment for CSWE and MFP booths, and final fire marshal approval

#### Administrative

- Review all vendor billing and payments for audiovisual services, hotel and/or meeting site, decorating company, power, Internet, registration and housing; resolve discrepancies and assign accounting codes
- Negotiate third-party registration contract; in collaboration with the meeting planner design, test, and develop registration website, review; establish and implement policies, procedures, and guidelines for registration services
- In collaboration with the VP of finance and operations, develop the APM crisis management plan
- Manage and monitor multiple hotel room blocks; develop online housing reservations and policies; create VIP, vendor, and staff rooming lists

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Assist meetings and events staff with the development of graphics for charging stations/lounges, floor clings, exhibit entrance towers, Twitter monitors, ribbon wall and registration counters; oversees draft and approval processes with decorating company
- Oversee work of meetings and events staff and communications team on the APM website, mobile applications, and print materials related to the conference
- Supervise, mentor, and serve as a leading authority to staff involved in the meetings management and sales functions
- Collaborate with sales staff member regarding exhibitor registration module development, testing, and problem-solving
- Work collaboratively with the communications and marketing division to create and produce all communication briefs for the meetings department
- Manage and create content for the CSWE APM website including registration pages, categories, rates, policies, transportation, and hotel information tab
- Assist with other meetings and events as needed

## **QUALIFICATIONS, KNOWLEDGE and SKILLS REQUIRED**

- A bachelor's degree or an advanced business degree
- Minimum of 7 years of experience in meetings and exhibits planning, including project management, business planning, and integration of technology on strategic and tactical levels; experience leading meetings for an association strongly preferred
- Certified Meeting Professional certification a plus
- Experience managing large vendor contracts concurrently
- Supervisory and staff development experience
- Knowledge of exhibit, sponsorship, and advertising sales a plus
- Excellent communication skills, including public speaking, writing, active listening, and synthesizing information from diverse sources when working with colleagues, members, and volunteers
- Outstanding attention to detail
- Strong proven leadership skills among staff and management; ability to engage effectively with senior professionals (internal and external business partners)
- Strong budget management skills
- Stellar interpersonal skills and ability to cultivate an atmosphere of collaboration, integrity, trust, diversity, and respect
- Ability to solve problems with good judgment and maintain effective working relationships
- Ability to efficiently manage time, meet schedules/deadlines, and handle multiple assignments simultaneously
- Computer proficient and adept at learning new software

## **ADA SPECIFICATIONS**

This position is primarily sedentary and is performed in an office setting. The physical demands of this position include moving articles to be used in program activities. Position requires ability to communicate effectively and the ability to use computers, telephones, and other office equipment. Periodic out-of-town travel is also required, as well as attendance at and/or support of meetings and events outside normal working hours, which may include evenings and/or weekends. To be qualified, an individual must have the requisite skills, experience, and education for the job and must also be able to perform the essential functions of the job, with or without reasonable accommodation. The Council on Social Work Education provides reasonable accommodations to applicants upon request.

## **Application Instructions:**

- Please e-mail your résumé, cover letter, and salary requirements to [jobs@cswe.org](mailto:jobs@cswe.org).
- When submitting your application via e-mail, please use the subject line "CSWE Director Meetings."
- Please title all attachments using the following format: "last name, first initial\_ document name CSWE" (e.g., Doe, J\_Resume CSWE or Doe, J\_Cover Letter CSWE).

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.