JOB POSTING
SkillsUSA
14001 SkillsUSA Way
Leesburg, VA  20176

Position Title:  Program Director
Conference Management Services
Office of Education

Number of Openings:  One (1)

Work Location:  National Leadership Center
Leesburg, Virginia

Classification/Duration:  Exempt/Full-time

Reporting Authority:  This position will report to the Director of Education.

Supervisory Authority:  Volunteers and contracted positions related to conference management responsibilities.

Hiring Range:  $70,679 -- $88,297

Application Process:  Applicants should submit a résumé and cover letter to mwilson@skillsusa.org no later than March 25, 2020.

POSITION SUMMARY
This position provides overall conference management for SkillsUSA and is responsible for management of the National Leadership and Skills Conference (NLSC). This position provides leadership and meeting planning functions in the following areas: budget, housing, transportation, security, catering and city and community involvement. SkillsUSA has a three-year strategic goal for the NLSC to become a revenue center for the organization. This position will lead the efforts to accomplish this goal and will be accountable for achieving this goal.
MINIMUM EDUCATION, LICENSE AND EXPERIENCE REQUIREMENTS

Five to seven years of experience in association meeting planning, CMP preferred. Bachelor’s degree in business administration/hospitality desirable, or equivalent experience. The successful candidate can demonstrate experience in moving large conference locations including marketing, promotion and communication for moving the event. This position requires a creative, self-motivated, detail and task oriented individual, who works independently as well as collaboratively and well under pressure. The successful candidate should possess a strong ability to negotiate with hotel management staff, subcontracting services and volunteers. The position requires the ability to handle and prioritize multiple tasks. A strong motivation for teamwork and administrative detail is required as the position works closely with other team members in the execution of the NLSC. This position is responsible for interacting with both internal and external customers and possessing excellent verbal and written communication skills. Knowledge and/or experience in conference management software, MS Word, MS Excel, Smartsheet or other project management software and PowerPoint programs.

ESSENTIAL FUNCTIONS OF THE JOB

National Leadership and Skills Conference (NLSC)

- Determine site location through RFP process, monitor potential sites, communicate with sites, gather information and bids, conduct site visits and finalize proposals for submission to the board of directors.
- Work collaboratively with the internal Offices of Education and Business Partnerships and Development teams to grow attendance and engagement at the conference.
- In conjunction with the Director of Education, create a three-year strategic plan to ensure the conference is initially cost neutral and then becomes a revenue generation event for the organization.
- Manage marketing and promotion of the conference site.
- Select, identify and secure contracts with hotels, transportation, security, catering and other essential vendors as related to national SkillsUSA conferences.
- Serves as direct hotel contact for national SkillsUSA conferences.
- Assign meeting space at all conference facilities (headquarter hotel, convention center and adjacent facilities as assigned). This includes indoor and outdoor spaces at each facility.
- Facilitates and manages NLSC operations including matters of housing, comp room assignments, registration, promotion, negotiating, transportation, catering, decorating, security, insurance and volunteer committees for general conference functions.
- Manage housing distribution of among state associations.
- Provide assistance as needed to state associations in the matters of conference management, negotiating and contractual matters.
- Develop budgets with cost controls (CPI) and implement approval system to ensure profitability.
- Communicate with state association directors on NLSC planning, housing and transportation.
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- Conduct staff NLSC planning meetings and coordinate other offices’ involvement in the conference.
- Manage “Champions Night” at the conference including location buy-outs and securing entertainment.

State Directors’ Training and Professional Development Conference
- Determine site location of for the annual conference through RFP process, conduct site visits, monitor and communicate with potential sites, gather bids, finalize proposals and present to the State Association Directors Officer Committee for decision.
- Work with members of the Office of Education team to determine guest/spouse costs associated with the conference and provide assistance with registration.

OTHER JOB DUTIES
- Provide meeting planning assistance to offices within the organization for meetings and other events held at the SkillsUSA National Leadership Center.
- Manage select conferences and meetings as needed. Examples would be organizational anniversary celebrations, smaller conferences and recognition events, board and special committee meetings, etc. Basic duties include negotiating hotel contracts and sub-contract services ranging from ground transportation to entertainment.
- Other duties as assigned by the Executive Director and/or the Director of Education.

IMMEDIATE SUPERVISOR: Director of Education

SUPERVISORY AUTHORITY: This position does not have any direct supervisory responsibilities. This position has management authority over volunteers and contracted individuals.