



Events and Programs Manager Job Description

Job Summary

The main responsibility for this role is to manage the logistics for the Moebius Syndrome Foundation Conference, which is held every two years. The next event is in July 2022 and is being held in Atlanta, Georgia. The Events and Programs Manager will:

- Set up the registration process online
- Manage event registrations
- Assist in scheduling consult appointments for attendees
- Create an event website
- Coordinate with speakers
- Research and confirm sponsors
- Work in conjunction with the conference planning committee and report directly to the Executive Director.

On-site management will include working with the hotel staff, managing volunteers, being the main point of contact for the childcare staff, running the registration desk/process, coordinating AV and overall ensuring the event runs smoothly.

There is the possibility of having smaller meetings or conferences on odd years, and possible assistance with coordination of board meetings. In addition to in-person conferences, there might be some hybrid and virtual events included in the in-person conferences, or to be held as separate events. During the remainder of 2021, there are virtual events scheduled each month that the Events and Programs Manager will help manage.

The Events and Programs Manager will also work with people across the country helping to coordinate regional events that take place during January each year for Moebius Syndrome Awareness Day. All event hosts are volunteers, so they need help securing permits, finding venues, coordinating registrations, and incorporating fundraising techniques into their events. The Events and Programs Manager will also be responsible for helping to order promotional items, keeping inventory or products, and mailing out promotional items to those hosting gatherings or for approved Awareness campaigns.

Position Requirements:

Certifications and three years' experience planning conferences, or 4-5+ years conference planning. Prefer candidate that have worked in the non-profit sector, especially in the rare disease community.

Essential Skills:

- Must be skilled in Microsoft Suite, Google Suite (especially Google Drive)
- Zoom Meeting, Zoom Webinar
- Knowledgeable in reading, understanding contracts, and be comfortable reaching out to vendors and developing professional relationships
- Professional email composition
- Sponsorship and fundraising experience
- Creating and maintaining budgets
- Creating and submitting analysis reports
- Directing a conference committee and volunteer teams

Bonus Skills:

- Constant Contact
- CVENT registration and Crowd Compass software

We'll expect you to:

Make events seamless. You see everything from the high-level vision, down to the minutiae. You're highly organized, can see (and prevent) problems before they occur.

Be available to travel within the U.S. for site inspections and meetings. Less than 5% travel required.

Be a great planner. You've got experience in planning and project management. You ensure that event logistics, services, and shipping are handled on time and within budget. You're comfortable voicing and explaining your ideas whether it's how to make an existing process better or a new program to test out.

Be accomplished in fundraising and sponsorship coordination

Be a people person. You will be working with an amazing group of people, and we know you will excel at this position even more if you try to connect with the community you serve. We are looking for a warm personality with a big heart!

Be flexible. You work well under pressure and have backup plans for your backup plans.

Be comfortable leading. Whether it's your vendors, contractors, or onsite staff you enroll others in a vision, enlist their enthusiastic help, acknowledge their efforts and accomplishments, and are committed to their success.

Be results-oriented. You measure everything that you do so that events not only deliver amazing experiences to our community but can also show impact on our Foundation's growth.

Be confident. You're able to work independently and get a project moving on your own, and you're also confident enough to know when you need to ask for help.

Be a team player. You take pride in being a team player with stellar interpersonal, and relationship management skills.

Be a proactive collaborator and communicator. You're a clear communicator, and you can coordinate closely with multiple teams who are geographically dispersed. You are detailed and professional in your email communications.

The Events and Programs Manager position will be an average of 25 hours per week, with more hours allotted closer to conference dates. We are a **virtual staff** so the position will be based from your home office and the contractor will be expected to supply all of their own office equipment. The position reports directly to the Executive Director and will be a 1099 contractor position.

The hourly compensation will be \$23 - 25 per hour.

Please respond to this job posting with a cover letter and resume to jenny@moebiussyndrome.org.