

Meetings and Events Manager

Join the team that brings together a variety of disciplines supporting the geospatial intelligence tradecraft with its innovative educational programs, exciting membership events, and significant community gatherings. The United States Geospatial Intelligence Foundation (USGIF) is a dynamic and agile 501(c)(3) nonprofit educational organization and is the convening authority for the multi-billion-dollar global Geospatial Intelligence (GEOINT) Community.

USGIF, based in Herndon, VA, is looking for a motivated and energetic full-time event planner to manage and coordinate their events, both virtual and in-person. Events for which this manager will be responsible range in complexity from one-hour virtual events to week-long symposia attended by several thousand people. Exceptionally qualified candidates from outside the Washington DC metro area will be considered for remote work.

Key Responsibilities Include:

- Directs the planning and execution of USGIF symposia and meetings, including logistics, vendor relations, and contract negotiations.
- Maintains the proper image and generates positive public relations with vendors, patrons and staff.
- Participate in and support the site contracting process by recommending potential sites
- Provide specifications for RFP's, review contract proposals, finalize and obtain approvals for contracts, and document experience with selected sites for future reference.
- Schedules staffing requirements for events to include temporary staff, support staff and security.
- Researches, reviews and recommends equipment, materials and supplies required in providing event services and planning.
- Coordinates outside service needs with food and beverage contractor, production and other vendors.
- Manages registration process for each event to include set up of registration site, responding to registrants' questions, maintaining accurate reporting of financials against actual attendance and providing a complete reconciliation following each event.
- Assists in the coordination with marketing department on all VIP, media and other special registrations.
- Works with staff and volunteers to coordinate scheduling of programs and community events throughout the year.
- Make recommendations for best platform/environment to support content delivery.
- Understands USGIF values and its goals/importance to its membership and the community it represents. Uses this understanding in the recommendations put forth for decision.
- Understands the goals, objectives and activities of each event to ensure successful event coordination.
- Maintains an understanding of the environment of our audience that includes government ethics rules, seeking Widely Attended Gathering rulings when needed, and policy affecting participation in USGIF activities.
- Assists senior staff in developing budgets and monitoring against them. This means obtaining necessary actuals and requirements from various departments to maintain an executable budget and to accurately report out a final close report following each event in a timely manner. A validated final product to be used as a resource that summarizes all elements of the event.

- Reviews and audits all invoices from venues, vendors, and contractors who support event activities.
- Conducts year-end reviews of all vendors evaluating their performance, budget processes, and overall impact on USGIF staff. Make recommendations based on analysis for the following year.
- Conducts and documents pre- and post-symposia conferences with venue and convention staff.
- Analyzes ROI metrics of all events to determine effectiveness, future event selection and recommendation to USGIF leadership.
- Creates key communications for the reporting of contractual commitments to USGIF leadership. Creates and maintains timeline based on business rhythm and cycle to provide relevant accurate data.
- Reviews market research for conventions to assist with creating strategy for future symposia selection by analyzing competitive intelligence, size of booths, promotions on convention floor, and size of overall program.
- Makes recommendations on event practices, pricing and processes to support the desired event outcomes. Monitors staff compliance to the event practices and processes.
- Prepares reports on weekly event activities for submission to the USGIF leadership team.
- Other duties may be assigned.

The successful candidate will have:

- Bachelor's degree in Hospitality or CMP preferred.
- Minimum of 5 years experience in meeting management or event coordination.
- Experience with, or show aptitude and willingness to learn, various media and audiovisual equipment in the presentation of content.
- Experience interacting with high-level executives from across the community.
- Excellent written, verbal and interpersonal communication and negotiation skills.
- Excellent relationship-building skills.
- Ability to interact effectively and appropriately with individuals of various levels, professions, and cultures.
- Ability to solve difficult problems with effective solutions.
- Ability to work both independently and as a team member.
- Detail-oriented with the ability to multi-task and meet deadlines in a fast-paced environment.
- Computer skills: Microsoft Windows, MS Word, Excel, PowerPoint, SharePoint, and use of a CRM or AMS (e.g., Altai or Salesforce)
- This position requires some travel (approximately 3-4 times per year).

Physical Demands may include:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required

by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Company benefits:

- Competitive salary commensurate with experience
- Paid health and dental benefits
- Matching 401(K)
- Generous Paid Time Off
- Excellent work environment and a close-knit, high-performing team
- Telework and flexible schedule opportunities

How to apply:

Please email both a cover letter with salary requirements and resume to hr@usgif.org with “ Meetings and Events Manager” in the subject line. **The opportunity to apply for this position closes on March 12, 2021.**

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.