

## Senior Director of Events

USGIF - United States Geospatial Intelligence Foundation

### Details

**Posted:** 16-Jun-25

**Location:** Herndon

**Type:** Full Time

**Salary:** \$120,000 - \$130,000

#### Categories:

Hospitality, Travel, Tourism

Meetings/Expositions/Events

#### Salary Details:

USGIF offers a generous benefits package, including 100% paid individual employee health care, 401(k) with match, hybrid work environment AND a performance based bonus. Join a small and collaborative team. Deadline to apply June 30!

#### Preferred Education:

4 Year Degree

#### Additional Information:

Hybrid/Remote is allowed.

**About USGIF:** USGIF promotes the geospatial intelligence tradecraft and develops a stronger community of interest among government, industry, academia, professional organizations, and individuals who share a mission focused on the development and application of geospatial intelligence to address national security objectives.

**Job Summary:** The **Senior Director of Events** is responsible for planning and executing the Foundation's events portfolio, which includes the GEOINT Symposium (4,000 attendees), regional and thematic forums, workshops, and other key community engagements. This individual will oversee event strategy, operations, logistics, budgeting, vendor management, and cross-functional coordination to ensure a high-quality experience that reflects USGIF's mission and values.

#### Responsibilities:

##### Event Strategy & Execution

- Lead the planning and execution of all USGIF events, including: GEOINT Symposium, GEOGala, GEOINteraction Tuesdays, workshops, classified and regional events.
- Define event objectives, success metrics, and ensure alignment with USGIF's mission and brand.
- Create and maintain project timelines, run-of-show documents, and production schedules.
- Lead internal event briefings and post-event evaluations to inform continuous improvement.
- Serve as primary liaison with venues, hotels, and Convention and Visitors Bureaus.
- Conduct site visits and recommend future venues based on strategic goals.

##### Team & Vendor Management

- Supervise and mentor event team members; conduct performance reviews and support professional development.
- Supervise and responsible for staff leads related to event sponsorship and exhibits, as well as registration
- Oversee third-party vendors (e.g., AV, catering, registration, security) to ensure consistent quality and contract compliance.
- Develop and implement event planning standards, processes, and documentation practices.

- Lead pre-conference meetings and ensure all staff are prepared to execute on-site responsibilities.

### **Budget & Contract Oversight**

- Develop and manage comprehensive event budgets and track actuals to ensure financial accountability.
- Analyze ROI and provide event performance reports and recommendations to senior leadership.
- Oversee contract negotiations and vendor agreements for venues and services.
- Review and audit vendor invoices for accuracy and maintain financial records for all events.

### **Organizational Collaboration & Compliance**

- Serve as a strategic partner to internal teams, including programming, communications, and development, to ensure events support broader organizational priorities.  
Ensure compliance with government policies, ethics regulations (e.g., Widely Attended Gatherings), and accessibility standards.
- Collaboratively with the executive team, manage external relationships with member organizations and vendors.
- Maintain strong working relationships with key community stakeholders and leaders
- Monitor event industry trends and apply innovations that enhance the attendee experience.

### **Qualifications:**

- Bachelor's degree required
- CEM or CMP certification preferred
- Seven to ten years experience with tradeshow and events required
- Experience with complex, large-scale conferences (1,000+ attendees).
- Demonstrated ability to lead teams, manage vendors, and oversee multiple concurrent projects.
- Experience in classified or government events is a plus

### **Work Environment and Travel**

- Hybrid work model with regular in-office presence in Herndon, VA.
- Occasional morning and evening events
- Travel required for event site visits and on-site execution (approx. 6–8 times/year)
- Ability to lift up to 25 lbs and stand/walk during on-site event production days.



### **About USGIF - United States Geospatial Intelligence Foundation**

The United States Geospatial Intelligence Foundation (USGIF) is a 501(c)(3) nonprofit educational foundation. We are dedicated to promoting the geospatial intelligence tradecraft and developing a stronger GEOINT Community with government, industry, academia, professional organizations, and individuals who develop and apply geospatial intelligence to address national security challenges. USGIF achieves its mission through various programs and events. Along with building the community, advancing the tradecraft, and accelerating innovation.

<https://careerhq.asaecenter.org/jobs/21421681/senior-director-of-events>

