



Position Title: ☐ Conference Manager

Department: Conferences

Salary: \$90,000

General Functions: Manages the logistical arrangements and partner relationships for NMAC national conferences as assigned by the Director of Conferences. Manages the department's activities in the absence of the Director. The Conference Manager also supervises the activities of the Conference Coordinator. The Conference Manager activities include but are not limited to the following responsibilities:

- Negotiates and manages the logistical arrangements for the United States Conference on HIV/AIDS and Biomedical HIV Prevention Summit.
- Advises on logistical arrangements for NMAC's meetings and programs held nationwide by program divisions (Treatment, The Center and Government Relations). Responsibilities include budget adherence, hotel solicitation and selection, managing accommodations, food and beverage recommendations and selection.
- Establishes and reviews an on-site master account with conference hotel for food and beverage functions, faculty, staff, and scholarship recipients as assigned.
- Manages all on-site activities of assigned conferences including registration, meals, meeting room assignments, etc.
- Reviews relevant expenses/invoices related to the conference/meeting and works with program development staff in reviewing them for proper coding and budget adherence.
- Collaborate to develop conference programming involving internal and external Stakeholders.
- Manages development and information upload into the conference app.
- Develops and edits programmatic text for online and printed collateral including programs, brochures, virtual platforms, and applications.
- Spearhead faculty activities regarding submitting presentation contracts, information for entitlements, evaluations and any questions or assistance needed. Send acceptance and denial letters. Send information about session presentation times and locations. Remind faculty of deadlines. Send them their session evaluation results post-conference, if requested.
- Manages the dissemination and processing of conference evaluation data for the Final Report.



- Develop relationships with Federal and Private stakeholders who invest in and support NMAC conferences and programs.
- Resolve issues impacting event planning, implementation, or guest experiences quickly and efficiently
- Provide multiple options for executing virtual and in-person conferences.
- Other duties as assigned by the Director of Conferences and Meeting Services.

Position Requirements:

A. Knowledge & Experience

- 7 years of experience in planning meeting logistics including logistical coordination of conferences of at least 1000 people.
- Professional agility and flexibility
- Strong writing and verbal communication skills.
- Working knowledge of Microsoft Office Suite and conference apps.
- Ability to travel.
- Ability to be a team-player and work in a teamwork environment.

B. Supervision

The candidate reports directly to the Director of Conferences.

Must be able to work with a high degree of independence and minimal supervision.

C. Interfaces

Interfaces will all NMAC Stakeholders and department staff on all levels as duties relate to providing meetings services. Cooperates with NMAC staff as required and supervises the Conference Coordinator.

D. Accountability

As an integral member of the Conference staff, the incumbent will be accountable for timely and efficient efforts to achieve the goals of the NMAC Conferences program.

Responsible for completing assigned tasks and projects to meet defined time and budget objectives.