

CHRISTIAN BROTHERS CONFERENCE

LASALLIAN REGION OF NORTH AMERICA
RÉGION LASALLIENNE DE L'AMÉRIQUE DU NORD

Job Overview: The Events Manager has responsibility for overseeing all aspects of event management for Christian Brothers Conference meetings and events. The Events Manager is a full-time position and will supervise a full-time event planner. The Events Team serves as a service center within Christian Brothers Conference assisting with a variety of meetings and events. Primarily this position will work in collaboration with the Regional Programs Director who supervises the majority of the programs and events at Christian Brothers Conference. This position will report to the Executive Director of Christian Brothers Conference.

Christian Brothers Conference (CBC) is the office for the Lasallian Region of North America of the Institute of the Brothers of the Christian Schools (De La Salle Christian Brothers). The Conference provides programming and support for Lasallian educators throughout the Region's four Districts and their 100 ministries. It is rooted in the vision and innovations of Saint John Baptist de La Salle, the founder of the Institute and the patron saint of teachers.

General Responsibilities (include, but are not limited to):

- Oversee organization, preparation and follow up for all meetings and events (meetings, conferences, programs ranging in attendance from 15-300), ensuring all materials are properly compiled and delivered to all parties as appropriate
- Supervise Event Planner
- Coordinate solicitation of event venues and report to staff and committees to determine the final selection
- With the Regional Programs Director, lead events-related planning committees and task groups
- Coordinate travel and accommodations as necessary
- Oversee database entries, compile and process expense reports and coordinate supplies
- Work with Communications Department to coordinate published materials (print and electronic)
- Work with Director of Development on soliciting underwriters, sponsors, advertisers and exhibitors for conferences
- Create and maintain department contact lists for venues, restaurants, speakers' bureaus, etc.
- Maintain event management calendar
- In collaboration with Regional Programs Director, prepare budgets and track income and expenses of all meetings and events
- Answer and return phone calls
- Moderate travel nationally for events
- Work as part of the overall team to support the work of Christian Brothers Conference

Qualifications:

- Bachelor's degree required
- CMP preferred
- 5-7 years of relevant event planning experience
- Ability to work both independently and as part of events teams
- Exemplary interpersonal skills, written and verbal communication skills
- Meticulous attention to detail and strong organizational skills

- Excellent computer skills, including but not limited to, Microsoft Office, Blackbaud event module database and Internet-based programs such as SurveyMonkey
- Ability to multitask in a fast-paced environment
- Commitment to the mission of Catholic Education

Location of Office: Christian Brothers Conference, located in Washington, D.C.

Start Date: ASAP

Benefits: Full health benefits, Employee Pension Plan, 403B Employee Match, Professional Development

Salary: Competitive

Application Deadline: April 1st or until position is filled

Applicant should submit a resume, cover letter and three references to:

Dr. Margaret McCarty
Christian Brothers Conference
3025 Fourth Street NE, Suite 300
Washington, DC 20017
jobs@cbconf.org