

# CHRISTIAN BROTHERS CONFERENCE

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

**Job Overview:** The Director of Events has responsibility for overseeing all aspects of event management for Christian Brothers Conference meetings and events. The Director of Events 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 Director of Lasallian Programs, who supervises the majority of the programs and events at Christian Brothers Conference. This position will report to the Director of Administration for 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 through 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):**

- Manage meetings and events, ranging in size from 15-300, from start to finish, including RFP process, meeting space utilization, room pickup, AV, and catering; identify and evaluate potential cities and venues; negotiate contracts to include clauses to decrease CBC liability in the event of attrition, cancellation or reduction in meeting size; increase concessions and maintain history to ensure accurate negotiation leverage.
- Negotiate contracts for hotels, conference centers, retreat centers, and other venues. Negotiate contracts for vendor services such as transportation, translation, signage and security.
- Conduct site visits to review and evaluate potential venues for meetings and conferences.
- Develop detailed specification sheets for room assignments and setups, food and beverage, AV, and all other ancillary services required to execute the meeting.
- Manage the expenses of all meetings through strict adherence to the meeting budget. Justify, allocate and maintain histories of meeting expenses by CBC department and expense code.
- Supervise full-time Event Planner.
- Coordinate solicitation of event venues and report to staff and committees to determine the final selection.
- With the Director of Lasallian Programs, lead events-related planning committees and task groups.
- Coordinate travel and accommodations as necessary.
- Work with Communications Department to coordinate published materials (print and electronic).
- Work with Director of Development to solicit underwriters, sponsors, advertisers and exhibitors for conferences.
- Create and maintain department contact lists for venues, restaurants, speakers' bureaus, etc.
- Maintain event management calendar.
- Prepare budgets and track income and expenses of all meetings and events.
- 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 or CAE preferred
- 5-7 years of relevant event planning experience
- Must have strong negotiation skills with an understanding of contract terms and conditions.
- Ability to work both independently and as part of events teams
- Exemplary interpersonal skills, written and verbal communication skills
- Knowledge of and familiarity with meetings industry glossary of terms
- Meticulous attention to detail and strong organizational skills
- Excellent computer skills, including but not limited to, Microsoft Office, database and Internet-based programs such as SurveyMonkey
- Ability to multitask in a fast-paced environment
- Commitment to the Lasallian mission of Catholic Education

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

**Start Date:** August 2018 preferred

**Benefits:** Full health benefits, Employee Pension Plan, 403(b) Employer Contribution, Professional Development

**Salary:** Competitive

**Application Deadline:** August 3rd or until position is filled

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

James Lindsay  
Director of Administration  
Christian Brothers Conference  
415 Michigan Ave., NE, Suite 300  
Washington, DC 20017  
jobs@cbconf.org