

Conference Manager

Future Harvest CASA is seeking a visionary and detail-oriented conference manager. This half-time position reports to the executive director and works closely with FHCASA staff, board, members, volunteers, and partners to organize and execute an inspiring, educational, and community-building annual conference. The conference is held every year on Martin Luther King weekend in January and is a key component of our education programming and regional networking. The job requires someone who has vision, creativity, self-direction, and pays great attention to detail. Applicants with diverse backgrounds, experiences, and perspectives are encouraged to apply.

Responsibilities:

- In consultation with FHCASA staff, board, and conference committee members, develop and lead the vision and strategy for all aspects of the conference
- Recruit keynote and session speakers
- Recruit exhibitors, advertisers, and donations and procure locally produced food
- With the executive director, on-board sponsors; must be comfortable with cold-calling
- With communications manager, map out and create engaging and timely messaging, branding, and promotion plan with goal to increase attendance
- Convene and lead a Conference Planning Committee; oversee scheduling of and agendas for regular planning calls
- Conduct timely check-ins with staff, as needed, to gather input and share updates
- Review print program and all materials, including signage, for accuracy
- Negotiate and work directly with conference venue; assist with venue and hotel arrangements for ancillary meetings the week of the conference
- Recruit and organize volunteers; administer scholarships
- Delegate and oversee tasks to volunteers and to staff in consultation with executive director
- Set up, organize and execute registration; write or ensure thank yous for every donation and sponsorship
- Keep close tabs on registration trends per category of attendee
- Prepare pre- and post-event financial and qualitative reports for executive director and board and oversee all post-conference tasks including survey(s), invoice collection, payments, etc.
- Maintain organized and multifaceted conference planning documents

Required Qualifications:

- Deep experience in event planning, preferably conference planning
- Demonstrated knowledge of the Chesapeake region farming community

- Demonstrated superlative organizational and administrative skills
- Demonstrated ability to use Google Suite to manage collaborative planning documents, Excel, Eventbrite and/or other event planning software, etc.
- Demonstrated ability to lead and self direct
- Demonstrated ability to engage a diverse range of presenters, exhibitors, and attendees
- Demonstrated ability to work in a team, both internal and external, to create and strategically implement a vision for the 2020 conference
- Owns a car for travel, smartphone with unlimited data plan, computer, printer – all kept in good working order
- Bachelor's degree preferred
- Willingness to travel and do some weekend work

Hours and Compensation:

- For half-time work, on average 20 hours/week, with fewer hours before September, more hours after, the manager receives \$25,000 gross salary/year plus 7% of gross salary as a benefits stipend; a contractual position is also possible.

How to Apply

Please submit resume, cover letter, references and two writing samples via the following link: <https://www.surveymonkey.com/r/D6YCQK8>.

The cover letter should address how the applicant would ensure the conference reflects equity and inclusion in our community.

For additional information, email futureharvestcasa@gmail.com or call 410-549-7878.

Applications due March 29.