

## **Conference and Events Manager**

Bethesda, Maryland

Seeking an experienced conference and events manager who is excited about working in a fast-paced and complex work environment. The ideal candidate for this role is an expert multi-tasker with high energy and ability to prioritize projects, while attending to detail. The candidate must have the ability to work and collaborate as part of a small, fast-paced team. Must be able to effectively juggle timelines and production schedules for multiple programs and projects. Must be an excellent negotiator and able to handle multiple ongoing tasks. The FAES runs nearly 200 educational and cultural programs each year and relies heavily on a dynamic, cross-functional team of staff members to achieve our mission.

### Primary Duties:

- Manage proposal, logistics, and contract development and administration for a wide variety of educational programs, primarily within the biomedical disciplines and in direct support of the National Institutes of Health
- Manage classes, workshops, and meetings, set-up online registration, establishing and executing travel logistics and travel awards for conferences, and serve as on-site liaison as needed.
- Manage conferences, including leading team efforts for all facility and event logistics, event contract negotiation, recruiting speakers, facilitating reviews of conference papers and abstracts, and conduct post-event review as a mechanism for quality control
- Manage event databases, creating reports, and provide analysis to senior management on class/event success measurements, etc.
- Purchase and manage supplies and equipment, and manage inventories
- Provide “high-touch” client support with poise and professionalism
- Conduct other general activities to support our instructors, students and other stakeholders
- Other tasks as assigned.

### Required Qualifications, Skills, and Other Requirements:

- Bachelor’s degree is required.
- Minimum of 5 years of relevant event planning experience
- Highly developed analytic and computer skills, including proficiency with Microsoft Word, Excel, PowerPoint, and Outlook
- Must have good writing and communication skills with the ability to document technical issues in a clear and effective manner with appropriate detail.
- Must be able to stand for long periods, lift 25 pounds, and assist in transporting supplies between buildings.

- Must have excellent time management and supervisory skills.
- Successful completion of background check is required to work on the NIH campus.

Organizational Summary: FAES is an agile organization with a big heart, generous benefits, and a large and positive impact on the biomedical community. The work environment is dynamic, inclusive, and team-driven and all roles at FAES are given opportunities to learn and grow. Our mission is to complement the mission of the NIH to provide advanced research and training in the biomedical sciences. FAES creates cutting-edge programming to increase scientific knowledge for all stakeholders.

To Apply: Indeed - Conference and Events Manager

*It is the policy of FAES to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law.*