

POSITION DESCRIPTION

Job Title: Conference and Events Manager (Full-time)

Department: Development

Supervisor:

FLSA Status: Exempt

Position Summary

Audubon Naturalist Society's (ANS) Conference and Events Manager supports the planning of and manages all logistics for ANS's signature conferences Taking Nature Black and Naturally Latinos as well as summits, the ANS Annual Meeting and fundraising events. The Conference and Events Manager will also help increase revenue generated by ANS events and conferences.

While located within the Development Department, this position reports to the ANS staff responsible for each event and conference.

Responsibilities

- Support the planning of and manage all logistics for ANS's Taking Nature Black and Naturally Latinos conferences that are held alternate years. Major tasks include:
 - all administrative support for the conference planning committee including development and management of timeline
 - booking and coordinating with presenters
 - management of catering
 - coordination with sponsors
 - materials production
 - contract and budget management
 - management of "day-of" logistics
- Support the planning of and manage ANS's annual fundraising events: Audubon After Dark dinner and Autumn Lights Holiday Party to meet budgeted revenue goals.
- Coordinate other events including summits, author talks, ANS Annual Meeting and other special events.
- Perform other duties as assigned.

Qualifications/Requirements

- Demonstrated experience with conference planning and management for a non-profit.
- Outstanding organizational and time management skills.
- Strong attention to detail.
- Proactive in solving logistical challenges.
- Proven ability to work well with volunteers.
- Track record of raising funds through special events.

- Must be able to work independently, adapt to changing priorities and multi-task to meet deadlines.
- Outgoing and friendly attitude, with excellent verbal and writing skills.
- Sensitive to ANS culture and brand.
- Familiarity with and commitment to principles of inclusion, diversity, equity, and accessibility, especially as they relate to creating welcoming and inclusive event spaces.
- Interest in the natural world and regional environmental issues.

Physical Requirements

Must be able to carry a load of 20 pounds up and down stairs

To apply

Submit cover letter, resume and 3 professional references to search@anshome.org.

This position will stay open until filled.

ANS is an Equal Opportunity Employer and does not discriminate in hiring on the basis of race, color, sex, gender identity, sexual orientation, religion, national origin, age, marital status, disability, veteran status, or any other legally protected characteristic. ANS is committed to modeling diversity, equity, accessibility and inclusion as best practices for the region's environmental community in our Strategic Plan. People of color and those from economically disadvantaged communities are particularly encouraged to apply.