

Director, Conference and Events

Center for Community Progress Job Announcement

Job Title	Director, Conferences and Events
Reports To	VP National Leadership & Education
Date	9/18/2023

Center for Community Progress

As a national nonprofit, our mission is to foster strong, equitable communities where vacant, abandoned, and deteriorated properties are transformed into assets for neighbors and neighborhoods. We are former practitioners and policymakers who understand that today's neighborhoods have been shaped by decades of unjust and racist land use and financing policies—and we are driven by the promise of safe, healthy, resilient, and inclusive neighborhoods that provide opportunity and dignity for all.

The expertise and passion of our staff is unmatched, and Community Progress is highly regarded as the nation's leading resource for urban, suburban, and rural communities seeking to equitably address the full cycle of property revitalization. In all our work, we seek to ensure that all communities have the policies, tools, and resources they need to transform vacant, abandoned, and deteriorated properties. Our state-of-the-art technical assistance has been provided to more than 300 communities in over 35 states and our educational programming has reached tens of thousands across the United States.

More information is available at www.communityprogress.org.

Job Summary

The Center for Community Progress is seeking an experienced, creative, and perceptive applicant to serve as Director of Conferences and Events, joining a small team of passionate thought leaders and technical experts who care deeply about racial equity and justice.

The Director of Conferences and Events will serve as a core member of the National Leadership and Education team, providing specialized learning opportunities to communities across the country struggling with vacant, abandoned, and deteriorated properties. Recognizing the harm these properties cause to neighbors and neighborhoods, this individual will work with the nation's top experts on land banking, alternative land use, delinquent property tax enforcement, and housing and building code enforcement to help communities find equitable solutions.

The ideal applicant for the position will have (1) experience developing and executing virtual and in-person events ranging from 20 – 1,200 participants, (2) a natural comfort working with diverse audiences, and (3) a shared passion and deep commitment to building communities that provide opportunities for all.

It is the preference that this full-time position be based near one of Community Progress' offices in Flint, Michigan; Washington, D.C.; Atlanta, Georgia; or Chicago, Illinois. However, Community Progress has a strong remote work culture and, in pursuit of growing a nation-leading team of highly skilled diverse experts, will consider candidates outside these regions.

Duties and Essential Job Functions

- Plan, support, and execute Community Progress' virtual and in-person events, including the [Reclaiming Vacant Properties Conference](#), [VAD Academy](#), [webinars](#), [National Land Bank Network Summit](#), and other events as they arise.
- Develop programmatic content under the theme of each event. This includes leading a thorough external and internal session proposal process; identifying speakers; partnering with local host committee members to create mobile workshops; planning VIP receptions, invite-only meetings, art installations, and other unique events as identified; and leading conversations to develop content that moves the field forward.
- Build online registration pages and manage attendee registration. Coordinate internally and with external event management partners to support the event registration process; ensure forecasted attendance is met; and collect attendee details related to the event which may include hotel accommodations, airport transportation, billing/invoicing, dietary restrictions, participant materials, etc.
- Lead all pre-event coordination, working with project teams across departments to develop and execute programming; identify sponsorship opportunities; and implement the event communication strategy. Develop run sheets and assign onsite roles and responsibilities.
- Communicate with hotels and event venues. This includes managing hotel room blocks, room upgrades, and attrition clauses; creating menus, ensuring accurate food guarantees, and dietary restrictions; and confirming room set-ups and audio/visual needs.
- Serve as the primary point of contact for event local host committees.
- Manage and track budgets with ongoing monitoring and reporting. This includes building budgets, securing required approvals, and tracking spending against budget.
- Manage relationships with our external event management partners and coordinate with them on all aspects of event logistics. This includes onsite event staffing; assisting with (and/or managing onsite team responsible for) registration desk management; distribution of materials; oversight of presentations/AV needs; and coordination with vendors.
- Lead post-event responsibilities. This includes hosting internal and external debrief calls, analyzing final participant numbers, ensuring all invoices are submitted for payment, writing thank-you letters to sponsors and speakers, and any additional tasks as identified.
- Assist in the development of new National Leadership and Education programming, including budgeting, content, format, and evaluation and impact assessments.
- Regularly engage with Community Progress staff and leadership team to inform leadership and educational resources and initiatives.
- Other duties as assigned by the Vice President of National Leadership and Education.

Qualifications

Director of Conferences and Events must have:

- A demonstrated commitment to public and community service with an enthusiasm for Community Progress' mission and equity, inclusion, and justice.
- Awareness of the history of unjust policies that have contributed to disinvested communities and racial inequities, and a commitment to working with leaders in the field to develop new policies and programs that prioritize racial and economic justice.
- Curiosity about Community Progress' issue areas and interest in coming up with event programming for topics like land banking, property taxes, code enforcement, and community revitalization.
- Enthusiastic and collaborative leadership style.

- Strategic thinker with ability to identify, prioritize, and take advantage of opportunities for engagements and partnerships.
- Strong problem-solving skills, negotiation skills, and demonstrated ability to triage and think on your feet when something unexpected occurs.
- Strong relationship-building skills, commitment to nonpartisanship, and a demonstrated ability to work with individuals, groups, and policymakers with opposing points of view and diverse political perspectives.
- Ability to multitask and manage deadlines well in a fast-paced environment with frequently shifting priorities.

Required

A minimum of 7 years of experience in event management and a Bachelor's degree in hospitality management, marketing, business, urban planning, public policy, or other related field. Candidate's additional education may substitute for experience, and additional experience may substitute for education.

Preferred

A minimum of 3 years of experience managing events at a nonprofit organization and experience producing digital events on various platforms.

Salary and Benefits

The Center for Community Progress is offering a salary for the position of Director of Conferences and Events between \$105,000 and \$115,000 annually, commensurate with experience or skillsets. Additionally, the Center for Community Progress provides an excellent and comprehensive benefits package that includes medical, dental, vision, 401k match, access to flexible spending or health savings accounts, and generous personal time off benefits.

Hiring Process

Interviews will be on a rolling basis with an anticipated offer date by the week of November 13, 2023.

Equal Opportunity Employment

The Center for Community Progress (Community Progress) does not discriminate on the basis of race, color, national origin, disability, age, or sex in administration of its programs or activities, nor does it intimidate or retaliate against any individual or group because they have exercised their rights to participate in actions protected, or oppose action prohibited, by 40 C.F.R. Parts 5 and 7, or for the purpose of interfering with such rights. Community Progress' Chief Operating Officer (COO) is responsible for coordination of compliance efforts and receipt of inquiries concerning non-discrimination requirements implemented by 40 C.F.R. Parts 5 and 7.

If you have any questions, or believe that you have been discriminated against with respect to a Community Progress activity, you may **contact** Brian Flood, COO, at bflood@communityprogress.org or at (877) 542-4842 ext. 154. You may also visit our website for more information:

<https://communityprogress.org/notice-of-non-discrimination/>.