Position: Director Event Planning
Reports To: Senior Vice President for Business Development and Membership
Type: Exempt
Location: Baltimore, MD (Remote Possible)

ORGANIZATION PROFILE
The Business Network for Offshore Wind (the Network) is leading the way toward building an offshore wind industry in the United States. Bringing together top developers, global experts, and member businesses, the Network has become the leading convener and thought leader for the offshore wind (OSW) community. The Network’s events, programs, products, and services have become the critical industry resources needed to inspire, inform, and influence critical business decision-making and unprecedented networking and relationship/partnership opportunities across the OSW community. The Network hosts numerous events throughout the year.

POSITION SUMMARY
The Business Network for Offshore Wind (the Network) is hiring for Director Event Planning to oversee the Network’s small in-person industry events (<500 attendees) including conferences, working groups, members happy hours, brown bag lunches, briefings, trainings, and internal staff functions (retreats, dinners, etc.). This Director role will be responsible to manage critical resources of the Network including strategic planning effectively and efficiently; human capital; revenue design and generation; funding and budgets; internal and external relationships; organizational culture, evaluation, and learning; and leadership, management, and staff performance.

POSITION FUNCTIONS AND RESPONSIBILITIES
• Responsible for all aspects of meeting planning, hospitality functions or special events including but not limited to conferences, training, annual & general meetings, staff, and member events (excludes the International Offshore Wind Partnering Forum).
• Works with internal team members (business development, membership, program, and policy) to develop scope, vision, budget, agenda, sponsorship opportunities and execution of events.
• Research resources, make site visits, and lead pre-event meetings when necessary to help staff make decisions about event design
• Plan and manage all meeting logistics including guest lists, venue preparation, presentation materials, security, F&B/catering, entertainment, transportation, AV, equipment, decor, marketing materials, meeting transportation, meeting timelines, contract negotiations, registration process, onsite registration, meeting room layout, set-up and break down.
• Work with business development and marketing/communications teams and departments to deliver physical and digital assets in support of digital engagement
• Be the single point of contact before, during, and after events to ensure perfect execution and success.
• Create and conduct post event surveys; review and analyze all post-event metrics and feedback to evaluate successes, identify opportunities, and make recommendations for future events.
• Manage the coordination of post-event tasks such as final data management and event debrief documents
• Stay current, and often ahead of the curve, on event planning, design, and production trends, proactively identifying and solving operational challenges
• Maintain and build a comprehensive database of industry contacts, vendors, and venues
• Develop an operating budget for all non-IPF (in person events, webinar, training) events
• Update Salesforce with leads and contacts that help actively pursue business development efforts for all Network programs, projects, services, products, and events
• Research, budget, and reserve travel, hotels, venues, meetings, hospitality, staffing, décor, lighting, entertainment, AV, security, and transportation while staying within budget and scope.
• Identify and design viable opportunities to grow and evolve attendance 20 percent per year.
• Maintain detailed records of all agreements, authorizations, orders, and expenses. Review all expenses for accuracy and submit timely for payment.
• Oversee member experiences from conception through post-event, ensuring consistent, high-level service throughout all phases.
• Work closely with the Policy & Program team to cultivate a deep understanding of programmatic content to meet member needs.
• Work with Program & Policy to deliver a high-quality speaker experience. Develop relationships with the speakers to ensure speakers have multiple contacts to call upon.
• Nurture and build relationships with vendors, venues, and other industry contacts to craft and implement creative and logistical aspects of all events.
• Manage all aspects of event planning meeting strict deadlines and budget demands.
• Manage and coordinate assets, responsibilities, and assignments from across Network teams.
• Execute and manage all vendor contracts including, but not limited to hotels and other venues, AV, registration, and other IT platforms.
• Manage team performance and provide regular and actionable feedback to direct reports.

EDUCATION AND EXPERIENCE

• Proven success as an event planner or coordinator of in-person and digital events (minimum 5 years of professional experience with steadily increasing job responsibilities including managing a team).
• Certified Meeting Professional (CMP) designation preferred but not required. CMP designation must be attained with first three (3) years of employment.
• Excellent organizational skills, including multitasking, time management, and meticulous attention to detail.
• Excellent communications skills – comfortable with cross functional communication, working with multiple internal stakeholders as well as with Senior Leadership and high-level speakers.
• Proficient with the Event Management System and Cvent registration tool used to manage registration and event logistics.
• IT competency – must be proficient with Teams, Asana, Excel, Salesforce, and other IT Platforms.
• Advanced negotiation and contracting skills - ability to understand and interpret financial data.
• Strong interpersonal and communication skills and experience developing and managing project and communication plans with clear milestones, cross-departmental leads, and deadlines.
• Ability to work independently and as part of a team as well as manage staff and delegate, monitor, and evaluate team and individual work activities and performance effectively.
• Experience in maintaining and building enriching business relationships with senior and executive leaders across international, national, and local levels.
• Ability to Travel 30%-40% of the time; domestically and internationally.
• Experience in marketing and/or public relations a plus.

WORKING CONDITIONS

• Work is in an office environment.
The Business Network for Offshore Wind provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Business Network for Offshore Wind complies with applicable state and local laws governing nondiscrimination in employment in every location in which we employ staff. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.