

**Position: Sr. Event Program Director-IPF**  
**Reports To: Vice President for Event Planning- IPF**  
**Type: Exempt**  
**Location: Baltimore, MD (Remote Work 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 to ensure member engagement and advance the offshore wind industry.

## **POSITION SUMMARY**

The Business Network for Offshore Wind (the Network) is hiring for an IPF Sr. Event Program Director. This position will help support growth and revenue goals and work directly with senior-level leadership. We are looking for a director, who can develop new ideas for delivering event content interactive and innovate ways that help expand attendee and member engagement.

## **POSITION FUNCTIONS AND RESPONSIBILITIES**

### **Event Program Development**

- Assume full project ownership of the IPF program/agenda from a content perspective and ensure that program production runs on deadline and on schedule working closely with cross-functional teams
- Write and produce commercially viable conference program market including workshops, panel discussion topics, keynote speaker presentations and facilitated discussion and networking opportunities for delegates
- Conduct in-depth market research on conference topics and themes to ensure relevance and timeliness of conference agendas and content
- Utilize desktop research, phone and face to face interviews, trade magazines and colleague input to identify key topics, debates, industry challenges and opportunities for discussion
- Research important industry topics and keep up to date with industry trends to ensure streams of content are relevant to our audience
- Develop relationships with key industry leaders and board members representing multiple facets of the supply chain
- Develop conference agendas and themes that are compelling for the yearly IPF meeting
- Prepare all panels, including running panel preparation calls and providing notes, updated throughout conference series where appropriate.
- Work with conference sponsors to ensure integration into the programs appropriately with the best speakers to cover designated topics

- Liaise daily with program and policy, membership and business development to leverage and consolidate ideas, shared resources and cross sell event opportunities
- Research and draft interview questions for panels, and WindTV

### **Recruitment & Speaker Management**

- Manage the workshop submission process
- Manage the IPF Advisory Committee
- Curate a list of event speakers that will be interesting and a draw for attendees
- Source, select, and secure the participation of high-level speakers through research, networking, and existing contacts to achieve your target requirements
- Recruit and prepare conference moderators/chairs
- Recruit and manage the IPF advisory board(s) for assigned conferences
- Recruit outside speakers for assigned conferences
- Liaise with both marketing and speakers on agenda development and presentations, review all presentations for relevancy and messaging
- Develop, implement and maintain a member speaker's bureau using Salesforce in order to enable identifying on members for speaking roles and developing agenda content

### **General/On-Site Responsibilities**

- Must be available to travel to assigned conferences
- Manage conference agenda running order on conference day (on-site), ensuring proper flow of agenda and speaker preparedness
- Facilitate networking opportunities for delegates on-site through curated discussions in the program

### **EDUCATION AND EXPERIENCE**

- Proven success as an event program planner or coordinator of in-person and digital events (5 to 7 years of professional experience with steadily increasing job responsibilities)
- Experience in journalism, communications and marketing a plus
- Experience and/or knowledge of offshore wind energy or alternative energy highly desirable
- Excellent organizational skills, including multitasking, time management, and meticulous attention to detail
- Excellent research skills
- IT competency – must be proficient with Teams, Asana, Excel, Salesforce and other IT Platforms
- Eagerness to learn and grow and a willingness to experiment in order to learn
- Ability to navigate volatility, uncertainty, complexity, and ambiguity
- Ability to think strategically and act tactically with a proven entrepreneur mindset
- Strong emotional intelligence
- 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
- Capacity to think and act across the boundaries of functions, organizational cultures and global cultures.
- Experience in maintaining and building enriching business relationships with senior and executive leaders across international, national, and local levels

- Ability to travel
- Strong interpersonal and communication skills
- Ability to handle pressure, make split-second decisions and work in a fast-paced environment

**BENEFITS AND COMPENSATION:**

The salary range for this position is commensurable with experience. For full-time, benefit eligible employees, the Network offers an excellent range of benefits including:

- Medical Insurance
- Dental and Vision Benefits
- Employee Life Insurance
- Employee Short & Long-Term Disability
- Paid Vacation
- Generous paid leave
- 401K Plan

**WORKING CONDITIONS**

- Work is in an office environment
- Ability to lift up to 40 pounds

BNOW 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.