Conference Manager
Global HIV Vaccine Enterprise, New York, NY

Job Description
The Global HIV Vaccine Enterprise (Enterprise) has an immediate opening for a Conference Manager to be responsible for planning and implementing Enterprise conferences and meetings, as well as the biennial global HIV Research for Prevention (R4P) conference, attended by well over a 1,000 delegates. The Conference Manager will be based in New York City and report to the External Relations and Communications Director.

Overall responsibilities include project management, operations, programming, fundraising, communications, logistics and more. The individual will work on a cross-functional team, direct contractors and support Enterprise program staff to implement conferences/meetings throughout the year.

The Conference Manager role is a hands-on position and the right candidate must be able to plan and implement all phases of event management. Meeting planning responsibilities include:

• Develop and manage detailed project plans, timelines and budgets for each event
• Participate in conference marketing efforts and branding
• Manage sponsorships and support other fundraising efforts
• Identify appropriate meeting and housing venues, conduct site visits, write and issue RFPs and negotiate contracts, including cancellation clauses, food and beverage discounts and room attrition policy, maximizing terms for Enterprise
• Design and create conference registration web sites, process registration data, manage and issue reports
• Write meeting communications such as conference website copy, meeting agenda, and pre-trip logistics letter, managing distribution throughout the meeting process
• Create detailed meeting specs which include all logistical information and serve as the meeting resume
• Assess and assign meeting space based on meeting sets as well as audio-visual needs and flow of agenda
• Create budget-friendly food and beverage menus that are both culturally and nutritionally sensitive
• Oversee the management of speakers and VIPs
• Oversee specialty activities such as satellites, press and green rooms
• Research and arrange for entertainment and off-site activities
• Develop detailed audio-visual specs, which may include audio recording, videotaping and live webcasting. Contract and manage AV specialist/production company to ensure program needs are met
• Budget, contract and secure other third-party vendors such as ground transportation operators, commercial printers, security services and branded/promotional meeting suppliers. Oversee all budgets and deliverables
• Procure/produce all on-site meeting materials such as name badges, welcome packages, and signage
• Handle all shipments to and from the meeting, including international shipments
• Develop detailed on-site schedules, T&E, conduct pre-cons and act as Meeting Lead to manage all on-site activities, staff, and vendors
• Review and reconcile all meeting-related bills

The Conference Manager will also function as the lead project manager for the HIV R4P conference (hivr4p.org). The HIV R4P conference is a multi-day, international conference designed to bring together an audience of researchers, advocates, funders, policy-makers and private sector leaders. The meeting is organized into plenary sessions, symposia, roundtables, oral abstracts and poster sessions and is attended by 1000+ international delegates.
The Conference Manager will proactively lead a team of industry professionals to deliver all conference components. This role requires strong management skills such as the ability to prioritize and manage multiple, simultaneous tasks as well as work well under pressure.

In addition to meeting planning responsibilities, the Conference Manager will:
• Convene and regularly liaise with the R4P conference committee and chairs to strategize, set, monitor and assess conference objectives
• Make recommendations on, maintain and uphold structures, policies and procedures to ensure conference achieves objectives
• Execute sponsorship strategy to ensure adequate income for the conference and support the implementation of such scholarships

**Qualifications**
- Bachelor's degree in Business Administration, Communications or equivalent
- CMP certification preferred
- 5+ years’ experience in global convention or meeting management and/or congress management from the agency/association perspective. Experience managing groups of 1,000+ delegates required
- Excellent project management skills
- Effective communication and interpersonal skills
- Strong team leadership and problem-solving skills
- Solid financial acumen
- Advanced computer proficiency, including online meeting management software

**Travel Requirements**
Domestic and international travel required (approximately 15% travel).

**How to Apply**
Send a resume and cover letter, which includes salary requirements, to jobs@vaccineenterprise.org.

**About the Global HIV Vaccine Enterprise**
The Enterprise is a unique alliance that works to realize a coordinated, collaborative program of independent research intended to accelerate progress toward safe and effective HIV vaccines. The Enterprise plays a strategic role in this broad community of researchers, advocacy and policy leaders, community groups, governments, funders and multilateral/international agencies.

The Enterprise secretariat facilitates the efforts of the Enterprise alliance to promote coordination, collaboration, knowledge sharing and the optimization of resources in the field. The secretariat also oversees the new and highly successful biannual HIV Research for Prevention conference; the world's first and only scientific meeting dedicated exclusively to all biomedical HIV prevention research. For further information and examples of Enterprise projects and activities, visit vaccineenterprise.org

The Global HIV Vaccine Enterprise is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status or any other characteristics protected by applicable law. The Enterprise provides a generous benefit package and salary commensurate with experience.