



## Program/Project Manager (3-Month Contract, 6/30-9/30)

Reporting to the Vice President of Development and Operations, this contract role is responsible for managing the CED Tech Venture Conference. Works closely with the conference Steering Committee, internal CED team and a variety of external stakeholders to execute an exceptional and high-profile event. Manages the relationships with co-chairs, steering committee members and speakers and provides high touch service.

### Responsibilities include:

1. Manage communications and information to all conference speakers – once confirmed, gather all needed materials and contact info, set up briefing call, send out detailed information prior to the conference and be point person on-site
2. Lead relationship with the Steering Committee—helping guide their involvement in the event itself and anything else needed in terms of their participation
3. Collaborate with Development staff to ensure proper benefit fulfillment at the conference (sponsor tables, podium time, etc.)
4. Serve as main point of contact on all communications with participating companies: sending out information on what to expect, gathering company profiles, and managing all questions/concerns
5. Work closely with event management contractors to ensure that all logistics for the conference are set as needed – facility setup, food & beverage, special requests, etc.
6. Interface with Marketing/Communications and help with putting together materials for the conference book/conference app, and any on-site marketing needs
7. Maintain a strong line of communication with internal staff on the status of the conference and seek their guidance when appropriate
8. At the conference, serve as on-site director and lead the production of the overall event/program—working with AV team, staff, speakers, etc. to ensure a smooth and professional event

## Qualifications

**Education:** Bachelor's degree in Business, Marketing, Communications, or related field.

**Experience:** 3-5 Years of Event/Meeting Planning experience, with a preference for large-scale conference planning experience

**Skills:** Excellent oral, written, and interpersonal communication skills and experience with C-suite executives, strong organizational skills and attention to detail

## About CED

As the largest and oldest entrepreneurial support organization in the nation, CED is a nationally connected network that helps high-growth Triangle entrepreneurs build and grow successful companies. Learn more at: <http://www.cednc.org/>.

**To apply, please send a resume and cover letter to Vicki Schebell at [vschebell@cednc.org](mailto:vschebell@cednc.org).**