



## Program Manager

### Summary

Reporting to the Vice President of Development and Operations, this role is responsible for planning and managing the two key annual conferences and other programs and events that generate revenue through sponsorships and registration. Works closely with the Steering Committee, Entrepreneur Success team and Investor Relations team to determine overall conference and program strategy. Manages the relationships with co-chairs, steering committee members and speakers and provides high touch service. Provides direction to CED staff, event planners, and vendors to ensure successful conferences and events. Delivers excellent value to participants and financial sponsors for CED's highest-profile programs.

### Main Responsibilities

1. Develops, manages, and assumes responsibility for implementation of all aspects of CED's two signature conferences. Leads the development and management of CED's non-conference programs including networking receptions, workshops, and other events.
2. Oversees program development, speaker recruitment, community partnerships, and event management.
3. Leads and manages the conference Steering Committees.
4. Collaborates with Development staff to ensure proper benefit fulfillment at the conference (sponsor tables, podium time, etc.)
5. Collaborates with Communications team to develop message platforms, themes, signage, collateral, and marketing content for conferences and other programs.
6. Works closely with CED staff to align resources for conference logistics and operations.
7. Represents CED in the community to educate entrepreneurs and other participants in the value of attending conferences and events.
8. Performs other duties as assigned.

### Qualifications

<b>Education</b>	Bachelor's degree in Business, Marketing, Communications, or related field.
<b>Experience</b>	Three (3) to five (5) years' experience in event or program management. Marketing experience a plus.
<b>License or Certification</b>	Project management certification a plus.
<b>Knowledge</b>	Good knowledge of marketing and event management. Demonstrated ability to work with C-suite executives in order to achieve organizational goals.
<b>Skills</b>	Excellent oral, written, and interpersonal communication skills. Strong organizational and negotiation skills. Proficient with all Microsoft Office products. Salesforce experience a plus.
<b>Abilities</b>	Strong interest and curiosity in entrepreneurship and the tech and life science industries. Ability to set and manage multiple priorities in a fast-paced, multi-project environment. Strong attention to detail. Ability to be self-motivated with a sense of urgency. Ability to collaborate and work well in team environments, especially cross-functional teams. Ability to be effective as a leader and to manage both internal and external constituent needs.

### Physical Demands

Occasional travel may be required. Primarily works in normal office or remote office environment using a computer for much of the day. Works onsite at conferences. Evening and weekend event attendance expected.

**Send cover letter, resume and 3 references to Vicki Schebell, [vschebell@cednc.org](mailto:vschebell@cednc.org).**