

CED - Program Manager for Conferences and Educational Programs

The Challenge

CED (Council for Entrepreneurial Development) is beginning a new chapter, an exciting phase in our growth, as we continue our work to increase the size of our network and support high-growth, high-impact companies gain traction and scale. Headquartered in the Underground on the American Tobacco Campus in Durham, NC, CED develops and delivers unparalleled conferences and educational programs that help entrepreneurs in the Triangle connect to knowledge, resources and capital.

The Opportunity

The Program Manager is charged with leading and implementing CED's two signature conferences – Tech Venture and Life Science - as well as developing and creating educational programs for the regions entrepreneurs. In return, you will have the opportunity to get to know and work with some of the best and brightest entrepreneurs, have a direct impact on their success, and get to know dozens of the most successful senior executives in the area.

The Ideal Profile

The position is meant for a passionate team player, someone who thinks big, but pays attention to the details and can pull together a diverse group of constituents. Key aspects of the ideal candidate include:

1. An appreciation for what it takes for an entrepreneur to grow a successful business and an interest in both tech and life science
2. Strategic thinker
3. Organized and detail oriented
4. Self-starter who works independently as well as part of a team
5. Effective communication skills both verbal and written.
6. Enjoys working with both young entrepreneurs and senior executives
7. Calm under pressure, resourceful and self-motivated to get the job done, adjusting to changing timelines, calendars, and constituent needs
8. Colleagues often use the words “patient”, “follow-through”, “dependable” and “flexible” to describe you
9. A minimum of 3 – 5 years' experience developing and implementing conferences and programs

Responsibilities and Expectations

The program manager is responsible for the planning and implementation of CED's two signature conferences – Tech Venture and Life Science as well as other educational programs for the tech and life science entrepreneurs. CED is looking to increase the value and reputation for these conferences and programs.

This position works closely with the entire CED team. The specific responsibilities of this role fall into the primary areas:

1. Strategic and outside the box thinking to create great program content
 - Knows the trends in the tech and life science space
 - Looks to the future to know what entrepreneurs will need in order to be successful

- Is creative and willing to change the model
 - Able to coordinate and motivate outside senior executives who are a part of the steering and selection committees
2. Manage the details for smooth, seamless implementation and execution
 - Manage logistics - facilities, catering, A/V vendors
 - Coordinate the speakers and content
 - Oversee registration process
 - Work with Development Director regarding sponsors
 3. Marketing and Communication to ensure meeting registration goals and customer satisfaction
 - Work with marketing to promote the conferences and programs (includes website, weekly newsletter, social media, conference mobile app)
 - Work with public relations (inside/outside) to ensure coverage of the companies, speakers and coverage in local, regional and national publications
 - Follow-up surveys and post event assessments

Other Key Details

CED offers a competitive salary, medical and dental benefits, and a Simple IRA plan.

To Apply

Does the prospect of working with dozens of entrepreneurs and their growing businesses excite you? Are you an upbeat person who is organized, detail oriented and loves to work as part of a team? If so, then CED has a great career opportunity for you. If this profile calls out to you, please submit a cover letter that explains your interest in CED and why this role is an ideal fit for you, along with your resume to Vicki Schebell at vschebell@cednc.org.