

## Senior Conference Manager

Infinity Conference Group, Inc. (INFINITY), a growing event management and professional services firm in Herndon, Virginia has an exciting opportunity for a Senior Conference Manager to join our team. INFINITY has over 30 years' experience in conference and project management serving the federal government and non-profit sectors. We currently host 20+ virtual events per year ranging in size from 15 to 6000 participants which include virtual meetings/conferences, webinars, instructor led trainings, and livestreaming. We expect our Federal government customers to increase virtual meetings and are looking for the ideal candidate to join our growing team.

Reporting to the Project Manager, the Senior Conference Manager is the client liaison and project lead for planning, coordination, and facilitation of virtual meetings and webinars. Ability to work with other team members, such as technical support specialists, vendor programmers, designers, and writers in order to produce effective learning modules in context with the implementation of self-learning methodologies, as needed. The Senior Conference Manager will be responsible for overall coordination and execution of the program in accordance with the project timelines while maintaining the highest levels of customer service. This position is also responsible for virtual event budget management. The ideal candidate is an excellent communicator who is highly motivated and detail-oriented with experience managing in-person and virtual meetings for federal government agencies.

### Primary Responsibilities:

- Coordinate and lead planning meetings with the client to shape the meeting strategy and guide implementation.
- Consult with clients on most appropriate virtual platforms and event technology for virtual/hybrid programs in coordination with team.
- Prepare the project budget and manage expenses.
- Manage project timeline and deliverables, including client expectations.
- Serve as the project team lead and communicate program requirements to the team.
- Manage and negotiate supplier products/services and third-party contracts.
- Ensure contracted services are executed per the timeline.
- Develop and manage event communications.
- Manage development of event website and online registration.
- Ensure payment of all reimbursables and execution of reporting requirements. Review billing prior to client invoicing.
- Provide leadership and support to clients, the project team, and suppliers during the event, ensuring service delivery and resolving challenges.
- Complete post event tasks including client debrief meeting (recommendations for enhancements), reconciliation of expenses, and meeting evaluation summary.
- Other corporate responsibilities include development of proposals and budgets for repeat and new business; mentoring and training staff; identifying and implementing cost and time-saving strategies; authoring procedural documents; and representing the company at industry events among other items.

### Required Skills & Experience

- 8+ years professional event management work experience in a customer-facing position.

- Experience in creating interactive exercises and activities to support learning outcomes.
- Bachelor's degree or equivalent experience required. CMP (Certified Meeting Planner) or CGMP (Certified Government Meeting Planner) certification desired.
- Experience supporting federal government clients.
- Knowledge of event budget management.
- Professional oral and written communication skills.
- Strong critical thinking and problem-solving skills.
- Prior experience in effectively managing multiple projects and leading teams successfully.
- Excellent computer skills; knowledge of MS Office tools, meeting management and digital event technology; and the ability to learn new technology quickly.
- Remain abreast of current trends in the meetings industry.
- Knowledge of Federal Travel Regulation (FTR).
- US citizen.
- COVID-19 vaccine required.

Position offers a hybrid work schedule and competitive compensation, based on experience. Our benefits package is generous and includes paid time off, federal holidays, health/dental/vision insurance, short term disability, and 401(k).

Qualified candidates should submit their resume no later than October 14, 2022. Direct applicants only please – no agencies