



Conference Director

Infinity Conference Group, Inc. (INFINITY), has an immediate opportunity for an experienced Conference Director to join a growth-oriented, woman-owned small business. INFINITY is a progressive, agile boutique company with over 30 years' experience providing cutting edge conference, workshop, and special event solutions and operational support to government, commercial, and non-profit clients on an on-site, virtual and hybrid basis.

The Conference Director will play a pivotal role in leading staff to build engaging and inspiring conference and event experiences that achieve client goals. This position advises and works collaboratively with senior managers on program design, best value venue/vendor contracts, technology enhancements, budget compliance, and other aspects. The position also manages overall client contracts and advises staff and clients as needed to adhere to deliverables and stay within budget. The Conference Director is responsible for resource planning within the conferences department, growing the client base, and expanding the range of services delivered. They will also manage a team of conference managers and planners.

The ideal candidate will be an experienced event professional, as well as a leader and manager of both people and projects. They will bring strong organizational skills, team building, and attention to detail to the position. They will have impeccable discretion, a solutions-oriented mindset, with excellent relationship-building and problem-solving skills.

Specific duties and responsibilities include the following:

- Work with senior managers and oversee staff training to maintain, develop and implement standards and procedures for conference services, such as registration, site searches, hotel negotiation and contracts, management of services with hotels and vendors, invitation and confirmation, meetings materials, onsite management, and post-conference follow-up.
- Manage high visibility, large conferences and ensure services and staffing for all events. Oversee small and medium conferences during surge periods.
- Maintain effective communication with Government Project Officers and key clients.
- Prepare budgets, staffing forecasts, and contract spend-down projections. Consult with conference managers on project budgets to ensure profitability targets are achieved.
- Supervise conference staff, prioritizing tasks and deliverables.
- Manage hiring, termination, and evaluation of personnel.
- Maintain quality control of all meetings materials and conference-related correspondence. Responsible for timeliness and quality of all contract deliverables.
- Authorize, review, and approve conference department expenditures.
- Assume responsibility for marketing and proposal development.

The successful candidate will be able to demonstrate the following qualifications, skills, and experience:

- 15+ years of experience in the field of conference and/or exhibit show planning and multi-project/team management (including 5+ years specifically in the Federal Government arena).



- Bachelor's degree or equivalent years of experience required.
- CMP or CGMP certification preferred.
- 5 years of people management experience, team leadership and direct supervision.
- Knowledge of Federal Government Travel Regulations (FTR) preferred.
- Demonstrated experience with Federal Government clients.
- Knowledge of financial processes, ability to prepare budgets, and manage multiple projects and teams.
- Ability to negotiate with venues and vendors to ensure the highest value and quality of services.
- Federal Government and private sector proposal writing/marketing skills and experience preferred.
- Strong problem-solving skills.
- Experience with and high comfort level with event technology.
- The ability to navigate challenging situations with diplomacy.
- Excellent oral, written, and customer service skills.

Position offers the ability to work remotely and on a hybrid basis with competitive base pay, bonus eligibility and a comprehensive benefits package.

Qualified candidates should submit their resumes. Applications are being reviewed on a rolling basis. Direct applicants only please – no agencies