Conference and Events Manager
updated 2/6/2024

Position Type: Full Time Exempt Position
Reports to: Executive Director
Supervisory Duties: occasional volunteers
Workplace Type: In office/remote occasionally as needed

Overview
Manages and coordinates the planning, preparation and implementation of the FLWBC’S annual fall conference, Out and About Wright Spring tour, and other in-person events, tours and travel programs throughout the year.

Duties include:

**Project Management (60%)**
- Develop and oversee project plans and schedules for conferences and events.
- Manage RFP process for hotel selection, liaison with hotel on guestroom bookings and program of events.
- Research, lead selection and manage contracts of vendors for catering, venues, transportation, A/V and rentals.
- Coordinate conference speakers and panelists, arrange for audiovisual equipment, and arrange for event facilities such as meeting rooms.
- Manage the financial aspects of events: planning budgets, reporting on expenses and revenues, coordinating vendor payments, and ensuring events meet profit objectives for the organization.
- Manage event close out and reporting, including post-event survey; make recommendations for improvement.
- Ensure all donors, volunteers, and event contributors are appropriately thanked in a timely manner.
- Manage and collaborate with Board-level committees (Conference/Event Site Selection, Conference Theme and Speakers, Conference Operations).
- Create and update conference and event planning manuals.
- Other duties as assigned.

**Event Logistics (40%)**
- Act as main point person for day-of logistics with hotel and host sites.
- Support the administration and logistical planning of the annual auction in coordination with Constituent Engagement Director.
- Create event staffing plans, recruit volunteers and assign roles.
- Tour planning:
  - Work with committees to finalize selection of tour sites and event spaces
  - Liaison with tour sites to finalize tour logistics for each location
  - Conduct on-site planning visit to plan routes and meet site hosts
  - Draft and finalize tour routes with transportation company
- Marketing and promotion:
  - Coordinate communication of event details with event attendees.
  - Work with the Communications Manager to develop marketing content and printed materials for event; coordinate content for the printed event booklets.
  - Create and coordinate production of all onsite signage and program materials.
Ensure appropriate sponsor recognition during events.

Registration:
- Manage the event registration process, including organizing registration intake, tracking registration data and capacity, and ensuring data is accurate and usable for event operations.
- Prepare materials and plan for event check-in, including registration lists, nametags, table assignments, etc.
- Oversee the involvement in the conference of scholarship recipients, Wright Spirit Award honorees, speakers and sponsors.
- Coordinate the AIA/CES credit process for architects.
- Take the lead on fielding customer service inquiries relating to conference and events.

Other duties as assigned.

Qualifications:
- Bachelor’s degree in business administration, marketing/communications, hospitality or related field.
- 3 to 5 years directly relevant full-time experience in conference and events management.
- Proven track record of successful event execution from start to finish.
- Excellent planning and project management ability.
- Excellent communications and interpersonal skills.
- Exceptional attention to detail; excellent logistical thinking and problem-solving skills.
- Strong negotiation skills and ability to work within a budget.
- Experience working with event registration management software or general nonprofit CRM databases (Neon is our current CRM).
- Excellent customer service skills; experience working with volunteers, high-profile clients and VIPs.

Additional qualifications:
- A positive attitude and enjoys managing a variety of responsibilities.
- Works well under pressure and can remain professional during the execution of events.
- Comfortable in a small office environment that requires both collaboration and the ability to work independently.
- Prior experience in the philanthropic and non-profit sector a plus.
- Interest in preservation, architecture or history a plus.
- Ability to travel between 10-20 days throughout the year.
- Ability to work long hours during events, standing and walking most of the day; frequently going up and down stairs and on and off tour buses.
- Ability to lift and carry boxes of event materials as needed.
- Valid driver’s license and ability to rent a car as needed a plus.

Additional information:
Occasional weekend event work and overnight travel required (with compensatory time). Our main offices are in Chicago Loop location.

Compensation: Salary is $65,000 with health insurance, disability and retirement benefits.

Application Process: Please submit cover letter, resume, salary expectations and contact information to HR@savewright.org. Cover letter should outline how your background and experience meets the requirements of the position.
No phone calls please. Due to the large number of inquiries, it will not be possible to acknowledge responses but we appreciate your interest.

**About the Frank Lloyd Wright Building Conservancy**
Headquartered in Chicago, Illinois, the Frank Lloyd Wright Building Conservancy is a nonprofit organization founded in 1989 to facilitate the preservation and stewardship of the remaining structures designed by Frank Lloyd Wright through advocacy, education and technical services.

The staff and a corps of dedicated and knowledgeable board members and volunteers accomplish the Conservancy’s mission through a variety of strategic initiatives that include:

- advocating against demolition and neglect of Wright structures,
- holding preservation easements,
- providing access to expert technical conservation and restoration resources,
- providing education online programs that promote the preservation of Wright’s structures
- hosting travel programs to visit Wright buildings
- hosting an annual conference for preservation advocates from around the world
- connecting preservation-minded buyers and sellers of Wright properties,
- advancing original Wright scholarship through *SaveWright* magazine,
- honoring those who demonstrate extraordinary efforts in stewardship of Wright’s legacy through the Wright Spirit Awards.

**About the Annual Fall Conference:** Held each fall, our annual conference brings together about 250 preservation advocates and building stewards from around the world to discuss Wright’s legacy and share the collective knowledge of preserving his remaining structures. Held from Wednesday – Sunday, the week includes talks, panel discussions and tours of private buildings. The week also includes a Board meeting, Leadership Circle dinner, Homeowners/Public Sites dinner and the Wright Spirit Awards Gala and Silent Auction Reception.

**About Spring Out and About Wright weekend:** Held in late April/early May (Friday – Sunday), this annual weekend includes tours of Frank Lloyd Wright-designed designed buildings and other important architecture in a dedicated local. Most of the weekend includes bus tours and catering includes lunches and a reception for about 100. The Board of Directors and Leadership Circle also meets during that weekend.

**Other events:** From time to time, the Conservancy hosts special fundraising dinners for more intimate groups of 10-20 people at Frank Lloyd Wright-designed homes in around the country. We also host a trip to Japan every few years to visit the Wright buildings for about 20 people.