



NBCDI
National Black Child
Development Institute

Position Description

Job Title:	Conference & Convening Coordinator
Employment Status:	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Intern
FLSA Classification:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
Reports to:	Vice President, Community Mobilization

ABOUT NBCDI

For over 50 years, the National Black Child Development Institute (NBCDI) has been at the forefront of engaging leaders, policymakers, practitioners, and parents around critical and timely issues that directly impact Black children and families. We are a trusted partner in delivering culturally relevant resources and insights that respond to the unique strengths and needs of Black children. Our purpose is to mobilize communities and ignite movements, boldly advocating for equity and a just future for black children and families. We achieve our purpose through an extensive network of affiliates, members and stakeholders who engage in their local communities on behalf of the national organization.

JOB SUMMARY

The Conference & Convening Coordinator will have responsibility for ensuring that NBCDI events are world class. They will be responsible for the overall planning, coordination, and implementation of NBCDI events. As a Conference & Convening Coordinator, job duties include creating schedules and agendas, arranging speakers, identifying, and reserving venues (in person and virtual), and acting as the primary point of contact between stakeholders. This individual will also be responsible for supporting the sponsorships, donations and fundraising goals related to our annual conference. Individual is able to utilize new ways of convening, combining creativity, purpose, and fiscal responsibility.

ESSENTIAL JOB FUNCTIONS

Event Coordination

- Develop and implement conference and events schedules, arrange speakers and agenda.
- Research potential vendor relationships, create and maintain vendor log.
- Compose and disseminate conference materials; assist with preparation of materials, such as name badges, registration materials, signage, etc.
- Responsible for event registration and coordination of event vendors, food, and accommodations.

- Provides staff support and leadership to event chairs and related committees formed to help secure sponsors and participants. Support may include keeping records, preparing meeting notices and minutes, handling correspondence and meeting with event committees.
- Coordinating with communications team and executive assistant to ensure President & CEO and Board of Directors are fully prepared for their roles with all pertinent information including talking points, scripts and templates.
- Develop post-conference reports to the CEO (Chief Executive Officer), Executive team, and Board of Directors.
- Assist with any cost reimbursements as applicable; track event financials including check requests, invoicing, and reporting.
- Provide administrative support in the research and solicitation of new and existing donors to support special events.
- Assist with planning, implementation, and production of all events including vendor relationships, budgets, and event logistics.
- Work with Communications and Marketing to develop materials related to events including external communications, printed event materials (including but not limited to signage, programs, nametags, etc.) and event scripts.
- Maintain spreadsheets of all special event timelines.
- Work at special events as directed including preparation, set-up, event execution and tear-down.
- Ensure that events meet legal, safety, and health requirements and regulations.
- Hire, train, manage, and schedule event volunteers and support staff.

EDUCATION, EXPERIENCE & CREDENTIALS

- Minimum 3 years' related experience with event coordination, conference coordination; preferred experience with nonprofit events.
- Minimum 2-3 years of fundraising experience preferred especially with conference sponsorships and events.
- Strong attention to detail and exceptional organizational and project management skills.
- Experience with: Google and Microsoft Suite, Salesforce or Razors Edge, Zoom, Teams, presentation software and demonstrated ability to learn and utilize new applications.
- Social Media/digital marketing is a plus.

COMPETENCIES

- Problem solver with strong sense of ownership.
- Results-oriented and able to effectively balance big-picture thinking with tactical execution and attention to detail.
- Ability to translate, via written and verbal communication, complex issues into understandable formats for a wide range of stakeholders.
- Ability to collaborate and hold self and others accountable especially as it relates to time sensitive issues.
- A commitment to the mission, vision, and values of the organization.
- Exceptional communication skills with commitment to quality of written and verbal materials.

Salary Range: Compensation for this role is between \$41,500-\$45,000 annually based on experience and is a part of a comprehensive benefits package.

How to Apply: Please submit a resume a cover letter to HR@nbcddi.org with position title in the subject line.

WORKING CONDITIONS

This a remote position with travel to conference location required. The coordinator will be provided materials and equipment required to properly complete the tasks related to this position. This is largely a sedentary position that requires the ability to speak, hear, see, and lift small objects up to 15 lbs.

The National Black Child Development Institute provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.