American Indian Science & Engineering Society

JOB ANNOUNCEMENT

POSITION: Development and Events Officer
REPORTS TO: Director of Business and Program Development
STATUS: Regular, Full-Time Exempt
PAY RANGE: $45,000 - $55,000
LOCATION: Colorado Field Office (Longmont, CO) OR New Mexico Headquarters (Albuquerque, NM)

POSITION SUMMARY:
The Development and Events Officer is responsible for planning, promoting and managing AISES’ annual events by developing concepts, designing promotional materials and directing logistical planning. The Development and Events Officer will authorize or secure temporary or additional staff as needed, and bid for and recommend any necessary subcontracts to deliver events, including audio-visual and technical production, decorators, marketing, registration, promotions, and other event-related service providers. The Development and Events Officer will also work in coordination with the Director of Business and Program Development and the CEO in managing sponsor relationships, securing new sponsors and exhibitors, and fulfilling specific commitments for both groups as specified. The incumbent will develop and manage budgets for each event, coordinate compilation of event reports, outcomes and evaluation of event effectiveness and impacts on AISES’ various constituencies.

GENERAL DUTIES AND RESPONSIBILITIES:

- Assist in the formulation of Events strategic annual and long-term programmatic goals and serve as the lead role in carrying out the goals.
- Participate in the development of sponsor strategies, and work as part of the Development Team to meet sponsorship goals. Including the identification of prospective sponsors and growing the levels of support of existing sponsors and exhibitors.
- Develop and manage budgets for all AISES events.
- Oversee and direct activities of all planning committees.
- Ensure AISES meets its commitments to all sponsors and exhibitors according to agreements and/or contracts.
- Design the set-up, plan and coordinate event programs, facilitating all logistics for each event.
- Oversee the selection, guidance and utilization of program staff to fulfill pre-planning, on-site support and post-event closeout activities for each event.
- Negotiate and contract with vendors for a variety of services related to special events planning in adherence to all organization policies and procedures; and monitor services to ensure contract terms are satisfied.
- Work with appropriate AISES staff and contractors to promote and market events.
- Develop and maintain extensive network of contacts, internal and external, to facilitate event coordination and attend events to oversee activities and ensure details are handled as arranged.
- Coordinate sponsorship activities for annual events with CEO and Director of Business and Program Development.
- Serves as the primary point of contact for all exhibitors, and oversee management of speakers and presenters.
- Conducts regular reviews of budgetary status.
- Develops and/or maintains process documents for annual events.
- Performs miscellaneous duties as assigned.
QUALIFICATIONS:
• B.A./B.S. in Marketing, Tourism, Hospitality or related degree.
• Relevant experience must include 3-5 years of sales and/or fundraising, meeting planning, budget management and contract negotiations experience.
• Equivalent combination of education and/or experience.
• Must have customer service experience.
• Must have experience working with senior level organizational representatives.
• Operation of computer and computer programs to include MS Excel, Word, PowerPoint, and event database/registration software.

SKILLS, KNOWLEDGE & ABILITIES:
• Must have excellent written and verbal communication skills.
• Requires excellent interpersonal skills in order to provide exceptional service to corporate, government, institutional, and tribal sponsors as well as exhibitors.
• Must be tactful, mature, flexible, resourceful and well organized.
• Must have an understanding and sensitivity to Native American history and culture and an awareness of the role and importance of traditional culture in the contemporary Native community.
• Ability to represent and make presentations on behalf of the CEO and AISES in general, in various local, state and national forums.
• Requires a positive attitude and the ability to work within a strong team oriented environment.
• Ability to manage multiple tasks and deadlines.
• Prior experience with budget and personnel management.
• Must have the ability to make quick decisions.
• High energy level, must have physical ability to stand for long periods of time and lift up to 50 lbs.
• Friendly, outgoing personality.
• Prior experience with coordination of printed materials – design, proofing, printing and mailing.

ABOUT AISES:
The mission of the American Indian Science and Engineering Society (AISES) is to substantially increase the representation of American Indians, Alaska Natives, Native Hawaiians, First Nations and other indigenous peoples of North America in science, technology, engineering and math (STEM) studies and careers. Founded in 1977, with a rapidly expanding membership of more than 3,800 individual members, the American Indian Science and Engineering Society (AISES) sustains 189 chartered college and university chapters, 15 professional chapters, and 158 affiliated K-12 schools supporting American Indian students the critically needed disciplines of Science, Technology, Engineering and Math (STEM). AISES has awarded over $10.3 million in academic scholarships to American Indian STEM students. Through scholarships and internships, workforce development and career resources, national and regional conferences, science fairs, leadership development and other STEM focused programming, AISES is the leader in STEM opportunity for American Indians.

Interested candidates must send cover letter, resume or CV and five professional references via email to:
Kellie Jewett-Fernandez, Director of Business and Program Development at: kjfernandez@aises.org

CLOSING DATE: February 1, 2016

To view this job announcement on the AISES website, go to: http://www.aises.org/careers