**NATIONAL ASSOCIATION OF REALTORS®**

**SAMPLE Job Description**

Job Title:Events Director Department:Administrative

Status: F/T FLSA Status: (do not complete)

Reports to: Chief Staff Officer (CSE) Revision Date:

Number of Direct Reports:

*Disclaimer:* *Please note that this sample job description is for consideration and reference only, with the hope that it is a helpful resource. It is not policy, and there is no requirement to use this sample. It is not intended to represent the best, or the only job description for this position. The needs and interests of each association vary, therefore, an association must craft and tailor the job description that is most suitable and appropriate for the association’s needs and interests.*   
  
**POSITION SUMMARY:**The Events Director is responsible for overseeing the entire life cycle of planning, implementation, execution, and reconciliation of association hosted events. This includes supervising the individual and/or team who designs the strategy for each event which often includes concepting, briefing/debriefing, project plans, selecting/hiring vendor partners, venue relations, contract negotiations, on-site leadership, client management, and project reconciliation.

**ESSENTIAL FUNCTIONS:**

* Continually work to enhance all events and their promotions.
* Collaborate with communications & marketing teams on the development and implementation of creative and effective event marketing strategies.
* Continuously add value by providing objective and innovative support services; manage resources responsibly, efficiently and with accountability.
* Provide guidance and supervision to staff during events.
* Serve as a liaison and primary point of contact for facilities representatives, presenters, guests, constituents, etc.
* Serve as primary contact for onsite event needs, including setup, registration, catering and audiovisual.
* Serve as key staff person on committees, work groups and task forces, as assigned; acts as a key contributor for content development.
* Review post-conference/event evaluations and provide input on opportunities for improvement.
* Oversee contracts, permits, and people resources for all of the events; assist with negotiating and maintaining all contracts relative to the events (i.e., catering, venue, etc.)
* Provide guidance on the coordination and procurement of proper insurance coverages for events.
* Assist with the development of budgets and negotiations for all events; evaluates budget vs. actual at the conclusion of each event.
* Mentor and develop team members ***(if relevant)*** through tactical problem solving, defining clear performance objectives, and translating challenges into growth opportunities to ensure team engagement.

**QUALIFICATIONS:**

1. Bachelor’s degree in business, marketing, communications or equivalent preferred.
2. Three or more years of experience in a related field preferred.
3. Leadership and demonstrated experience supervising event personnel, teams of vendors and complex schedules is required.
4. Proficient on standard office and event software.
5. Positive, collaborative, and effective interpersonal skills; strong customer service orientation.
6. Excellent communication, verbal and written, interpersonal, negotiation, and conflict resolution skills.
7. Must possess initiative, decision-making skills and the judgment necessary to determine action or approach for events, assignments, and projects.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS**:

1. Ability to travel to support business events and conferences
2. Ability to walk, stand, and sit (including on the floor) for long periods of time.
3. Ability to lift, push, pull and/or move up to 40 pounds
4. Position may require bending, leaning, kneeling, and walking
5. Ability to speak concisely and effectively communicate.
6. Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency
7. Ability to view/enter data for long periods of time.