

# National Indian Health Board



## **Event and Meeting Manager Job Description**

The National Indian Health Board (NIHB), the nation's leading advocate for American Indian and Alaska Native health, seeks qualified candidates for the position of Event and Meeting Manager. The Event and Meeting Manager reports to and works in concert with the CEO and other members of the senior management team. The position is located in Washington, DC. The Event and Meeting Manager serves as the organization's lead coordinator for all of NIHB's national conferences, Board of Director meetings, and constituent meetings and gatherings.

### **Duties and responsibilities of this position include, but are not limited to the following**

- Work with site broker to coordinate selection of venues for national conferences, meetings and gatherings
- Work with NIHB staff to coordinate assigned tasks, and ensure staff have the resources needed for their success
- Formulate extensive plans, timelines, assignments and budgets for the national conference events and gatherings
- Serve as the liaison with local host committees and host organizations for national conferences
- Work with artists to coordinate selection of art to be used in conference publications, web pages, and signage
- Manage NIHB's conference registration, planning and management platform, and train NIHB staff and other engaged stakeholders on how to utilize NIHB's conference platform
- Coordinate the design and printing of conference and meeting signage, banners, and other visual elements
- Plan and execute orders for food and beverage selections from the venue or third party vendors
- Coordinate efforts to explore and secure sponsors at varying levels for national conferences and gatherings
- Coordinate the selection of workshops for NIHB conference events, including but not limited to the call for abstracts, final selection, notification of selection, populating the agenda with selected workshops, coordinating with selected presenters, and assigning workshops to breakout rooms.
- Negotiate and monitor agreements with venues, vendors, speakers, and consultants to ensure full and equitable execution
- Assist with the final reconciliation of all conference and meeting expenses
- Serve as the primary point of contact for conference and meeting venue staff to align NIHB needs with venue space and resources
- Secure bids through an RFP process, vet bids, and secure vendors to provide audio visual services for all conferences and meetings
- Work alongside NIHB staff to oversee operations and coordinate logistics for national conferences and meetings
- Represent organization in communications related to events with vendors, speakers, sponsors, attendees, volunteers, and others, as needed
- Anticipate and identify problems, and work with event partners to arrive at appropriate solution while maintaining professionalism and integrity
- Other duties as assigned

## **Requirements**

- 3 to 5 years of event coordination, hospitality, or marketing experience, preferably in the non-profit sector
- A bachelor's degree in business, communications, marketing or a related field; an advanced degree preferred
- Impeccable organizational skills and attention to detail, with an ability to meet and anticipate deadlines, use time effectively, and thrive in a fast-paced environment
- Ability to efficiently task-switch while working both independently and within a team setting
- Clear and concise written and oral communication skills
- Intermediate efficacy in using Microsoft Office products
- Willingness to occasionally work irregular hours to meet deadlines, as well as occasional travel

## **To Apply**

To be considered, application materials must include:

1. Current Resume or CV;
2. Cover letter expressing why you would like to work with NIHB and what specifically qualifies you for this position;
3. Current salary; and
4. Three professional references.

All application information will be held in the strictest confidence. *Application packages that fail to include the information outlined above will not be considered.*

Send your application in a single PDF to: [jobs@nihb.org](mailto:jobs@nihb.org)

Applications are reviewed on a rolling basis until a qualified candidate is secured.

## **About NIHB**

Established by the Tribes in 1972 to advocate as the united voice of federally recognized American Indian and Alaska Native Tribes, NIHB seeks to reinforce Tribal sovereignty, strengthen Tribal health systems, secure resources, and build capacity to achieve the highest level of health and well-being for American Indians and Alaska Natives.

Equal Opportunity Employer: NIHB is an equal opportunity employer and does not discriminate on the basis of color, race, religion, national origin, political affiliation, marital status, disability (physical or mental), age, sex, gender identity, sexual orientation, genetic information, status as a parent, membership or non-membership in an employee organization, veteran status, or any other non-merit factor.

Salary and Benefits: Salary is commensurate with qualifications and experience. NIHB offers an excellent benefits package (including, but not limited to, health benefits, 401(k) plan, annual and sick leave, federal holidays).

**This position is located in Washington, D.C.**