The National Association of Counties has an opening for a Conference & Meetings Director. The incumbent will manage a team and implement major not-for-profit conventions and meetings ranging from 100 to 4000 people nationally. The position requires strong managerial, organizational, and financial skills, and a strong “results-oriented” track record.

**Primary responsibilities**

Under the general guidance of the Director of the County Solutions and Innovation, the Conference & Meetings Director’s responsibilities include but are not limited to:

- Supervision of professional and support staff assigned to the department, using leadership, team building and staff motivation;
- Developing RFP’s for potential hosts, sponsors, and service providers for NACo conferences and meetings;
- Site selection for NACo meetings and conferences;
- With the Public Affairs Department, developing and coordinating marketing and public relations activities related to meetings and conferences;
- Responsibility for overall meeting-related financial management;
- In-house management of conferences, exhibits, meetings, and trade shows;
- Selection and management of outside vendors and service providers;
- On-site management and overall responsibility for NACo conferences and meetings;
- Coordination of meeting-related evaluations and surveys;
- Delegating work assignments, allocating resources, and providing leadership to ensure that NACo management’s priorities and objectives are met;
• Formulating recommendations to the Department Director on conference matters affecting NACo; and

• Other duties as assigned.

**Qualifications**

The incumbent will possess:

• Bachelor’s degree or equivalent experience;

• Demonstrated experience in all aspects of association or not-for-profit meetings coordination and management;

• Excellent negotiation skills;

• Demonstrated marketing expertise;

• Solid technical skills;

• Experience working with volunteer committees;

• Strong financial management skills;

• Supervisory experience;

• Experience in designing and administering RFP’s;

• Experience in exhibition, sales, and trade show management; and

• Strong written and oral communication skills.

The designation of “Certified Meeting Planner” is preferred.

Interested parties should send resume, cover letter and salary requirements to resumes@naco.org