



## Job Description

**Title:** Events Manager (full-time)  
**Department(s):** Member Services, Events  
**Reports to:** Executive Director, Operations Director

### Job Summary:

The NAFB Events Manager will plan, coordinate, and execute events from start to finish for the association. Events include the association's Convention, Trade Talk, Washington Watch, Issues Forum, and Summer Agribusiness Luncheon.

### Essential Responsibilities:

Strong communication and customer-service skills, technology aptitude and competency, precision to details and planning, and an interdependent approach working with colleagues, industry leaders, and members will be vital to effectiveness and success.

### Other:

- Maintenance of sponsor and potential sponsors databases
- Handling telephone, email, and mail inquiries; assisting members, sponsors, and potential sponsors with general questions regarding events
- Work directly with staff to execute events
- Prepare budgets and ensure adherence
- Coordinate and manage details such as event venue, speakers, special guests, equipment, promotional materials, decor, BEOs, entertainment, transportation, etc.
- Research market, identify event opportunities, and generate interest in sponsorships
- Work with clients to identify their needs and to ensure satisfaction while working within a budget
- Propose ideas to improve provided services and event quality
- Coordinate promotional activities for the event
- Ensure staff and volunteer leaders are adequately prepared for the event
- Proactively handle issues and troubleshoot emerging problems with the Executive Director and staff
- Analyze the event's success and prepare summary reports
- Source and negotiate with vendors and suppliers
- Assist with other tasks and duties, as assigned

### Supervisory Responsibilities:

The Events Manager supervises and gives direction to contractors utilized during the annual NAFB Convention in November.

### Minimum Requirements:

**Education:** High-school diploma or equivalent; degree in public relations, marketing, hospitality management, or events-related field is preferred

**Work Experience:** Proven experience in event and trade-show coordination, planning, budgeting, and execution

**Skills:** Superior customer-service skills and attention to details. Outstanding oral and written communication and negotiating skills. Excellent organizational and analytical skills. A knack for problem-solving. Skilled in project management. Proficient computer skills, using Microsoft Office and working knowledge of the Internet. Adapts to new skills and technologies. Keeps technical skills up-to-date. Uses technology to increase productivity. Ability to work under pressure, multitask, and meet deadlines.

**Minimum Requirements (continued):**

**Capabilities:** Demonstrated ability to deal well with people in representing an association. Manages difficult or emotional client/member situations. Meets commitments. Takes lead on client relationship building, lead generation, and appointment setting. Responds promptly to client needs. Fosters a sense of teamwork and community. Exhibits good listening and comprehension. Expresses ideas and thoughts in written and verbal forms. Ability to handle multiple tasks. Highly organized. Commits to doing the best job possible.  
Takes responsibility for own actions.

**Environmental and Physical Conditions:**

- Indoors in normal office environment with little exposure to excessive noise, dust, fumes, vibrations, and temperature changes
- Seasonal travel along with occasional evening and weekend work
- Frequent computer usage at desk
- Frequently works at fast pace
- Some light lifting of cartons and boxes (under 35 pounds)
- Seasonal volume of phone calls and email

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by the employee(s) assigned to this title. This description should not be construed as an exhaustive list of all responsibilities, duties, and skills required of incumbents holding the position. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. Furthermore, neither this description nor completion of tasks associated with this title should be construed as a contract of employment. All employees of NAFB are at-will employees.

NAFB is firmly committed to a drug-free workplace; therefore, the unlawful use of drugs by employees is not tolerated. Furthermore, applicants for employment with NAFB who currently use illegal drugs will be found unsuitable for employment.

NAFB is an equal opportunity employer.

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