

ASSOCIATED BUILDERS AND CONTRACTORS

METRO WASHINGTON CHAPTER

Job Description: Director of Events and Management Education

Organization: Associated Builders and Contractors of Metro Washington

Title: Director of Events and Management Education

Location: Beltsville, MD

Job Summary:

Looking for an exciting opportunity to bring your entrepreneurial spirit, events planning, organizational, communication, creativity and revenue-generating strategies to your full potential? Come join the team at ABC of Metro Washington!

We are looking for a Director of Events and Management Education who will be responsible for directing and managing a significant non-dues revenue program that includes delivering networking functions in Montgomery County, Prince George's County and the District of Columbia, special events, and educational programs to ABC members and the industry.

This position requires friendly collaboration with association volunteers and other staff members in a fast-paced environment to deliver quality programming that brings value to and meets the needs of the construction industry.

Supervision Received:

- This position reports to the Senior Director of Marketing and Communications and is expected to perform all tasks related to the position's basic functions and work performed without direct supervision.

Supported by:

- Events and Meetings Specialist

Staff Liaison to:

- Events Committee
- Golf Committee
- Management Education Committee

ABC of Metro Washington, a chapter of Associated Builders and Contractors (ABC), is a trade association that represents the commercial construction industry. [ABC of Metro Washington](#) is the pre-eminent advocate for fair and open competition and the merit shop philosophy, and the premiere construction association in the metropolitan Washington, D.C. area. ABC of Metro Washington is conveniently located near Montgomery, Prince George's and Howard counties. Easily accessible to ICC and I95.

ABC of Metro Washington Mission:

To protect and enhance the merit shop philosophy within the construction industry, to advocate for the industry, promote member excellence in safety, and to engage members to succeed in a changing marketplace.

ABC of Metro Washington Vision:

ABC of Metro Washington is the pre-eminent advocate for fair and open competition and the merit shop philosophy, and the premiere commercial construction association in the metropolitan Washington, DC area.

ABC of Metro Washington Core Values:

- ABC values the free-market system as the basic premise of economic freedom.
- ABC believes in open and fair competition
- ABC values a commitment to continually strive to attain the highest standards of performance in business and construction.
- ABC believes in strength in diversity and inclusiveness.
- ABC values personal and corporate integrity and trust.
- ABC values industry and personal professionalism.
- ABC values good corporate citizenship.
- ABC values lifelong learning and a commitment to developing the future and current workforces.
- ABC values good stewardship and fiscal responsibility in the leadership and management of the association.

As Director of Events and Management Education, your responsibilities include:

A. Direct ABC's non-dues revenue activities:

- Develop and deliver industry-leading events for all facets of the association, and robust management education seminars and programs.
- Direct all aspects of monthly networking events (attendee range from 50-550), and signature events including Summer Bash at Ruppert Landscape, Meet the Generals, Holiday Party, Excellence in Construction Awards and the Golf Tournament.
- Direct all aspects of management education programming to include prep-meetings with presenters and committee volunteers, venues and catering. Facilitate and host virtual programming.
- Coordinate all venue logistics and contracts for other department/committee events including Government Affairs, XYZ Young Professionals, Women Building Washington and Membership. Serve as advisor to Workforce Development and CraftMasters Training Academy for event needs as well.
- Maintain close dialogue with member companies to understand their needs and align ABC's offerings.
- Support the annual strategic plan that addresses members' training and business development needs and achieves ABC's financial goals.
- Direct the full life cycle of each program including venue and other contract negotiations; event registration; billing; materials preparation; onsite event management; and post-event evaluations, analysis, and close-out.
- Participate in the development and implementation of marketing strategies designed to promote, support and/or grow event and educational offerings and attendance.
- Effectively utilize technology to deliver services virtually when/if needed or requested.
- Promote the association's programs in a positive and professional manner to members and other stakeholders. This includes maintaining a consistent presence on social media and on the website by sharing events and programs before and after they occur to personalize marketing amongst the membership.
- Supervise the Events & Meetings Specialist. Mentor and train for growth to support all events and management education programs.

B. General management and oversight of operations and finance:

- Prepare and manage annual budgets and regularly provide benchmarking, status and forecast reports. Responsible for financial oversight to ensure profitability.
- Assists Senior Director of Marketing and Communications in developing annual sponsorship packages and helps solicit donors for support.
- Manage the Golf Committee sponsorship drive and solicit donors for support.
- Create database records for all activities, tracking registrations, payments, and outstanding invoices. Work with Controller on accounts receivable.
- Understand and manage billings and, when required, collections processes.
- Negotiate and review contracts before bringing to President for approval.
- Ensure compliance with all negotiated contracts for vendor/venue services.
- Establish working budgets for each networking event and management education program to assess possible cost savings and careful balancing.
- Track event and management education program attendance to ensure growth and effectively assess needs as the market and industry change.

C. Serve as staff liaison to the Events, Management Education and Golf Tournament Committees, as well as the ABC Regional Construction Summit committee:

- Establish a clear understanding of the committee's purpose and role in serving ABC members and the industry.
- Ensure that all record keeping of the committees is accurate and timely, including working with committee chairpersons in the preparation of meeting agendas and writing meeting minutes.

D. Standard staff responsibilities:

- Pursue and maintain personal contact with members, including member visits whenever possible. Customer service is essential.
- Represent the association at functions, which could necessitate hours beyond the normal business day.

E. Ancillary Responsibilities:

- Attend ABC's monthly events and other chapter meetings and events as directed (occasional morning and monthly evening events). Position requires mainly local-area driving for events and meetings.
- Attend and participate in ABC National conferences, when/if assigned.
- Other duties as assigned.

Relationships:

- Chapter staff: Maintain a professional and collaborative relationship with other staff members that helps the Association achieve its goals and ensures a productive, collegial work environment.
- Chapter committees: Maintain a professional and ethical relationship that helps committees achieve their goals to the extent that staff and financial resources allow.
- Committee chairs: Establish and maintain rapport with committee chairs to ensure a smooth and productive working relationship.
- General membership: Respond professionally and promptly to inquiries or requests for help from members. Requests for services or assistance outside of the departments' resources should be referred to the appropriate department or the President.
- Vendors: Maintain a professional and ethical relationship with those vendors that provide quality services and/or products, and competitive pricing, to ABC.

Essential Functions:

1. Planning and managing business and personal schedules
2. Preparing and managing budgets and financial transactions
3. Handling customer relations
4. Working with volunteers and committees
5. Talking on telephone
6. Public speaking
7. Reading & writing
8. Operating computer and basic office equipment
9. Driving

Qualifications:

Education and Experience

1. Bachelor's degree
2. Minimum 5-7 years of event and programming experience
3. Working knowledge/experience with venues in Montgomery County, Prince George's County and the District of Columbia
4. Association or meeting planning background preferred

Minimum Requirements/Performance Standards:

1. Excellent organizational, logistical and financial management skills.
2. Strategic and long-term planning capabilities.
3. Proficiency with Microsoft Office and database management.
4. Proficiency in negotiating contracts.
5. Proficiency in using virtual platforms (e.g., Zoom, Teams).
6. In-depth knowledge of the English language and grammar, including the ability to write comprehensive, legible sentences, correspondence, and other written communications.
7. Excellent reading comprehension skills.
8. Able to communicate (speaking and listening) to members, customers, and the general public.
9. World-class customer service experience and skills.
10. Highly professional and able to work well with staff members, volunteers, instructors and the public.
11. Professional appearance during working hours and business functions.
12. Must have own transportation to get to events and meetings.

To apply: Submit your cover letter and resume.

Salary: \$110,000/year

- Benefits include health care, matching 401(k) and others.