NIIMBL
Events Manager, Part-time
University of Delaware

CONTEXT OF THE JOB:
Under the direction of the Operations Director, the Events Manager at the National Institute for Innovation in Manufacturing Biopharmaceuticals (NIIMBL) will plan and manage the detailed logistics for NIIMBL events, which range in scale from small, 20-person workshops and meetings to large multi-day national meetings with several hundred attendees. These activities have local, regional, and national impact and connect the work done by members within the Institute to a wide variety of constituents and stakeholders including federal and state government, industry, non-profit, and academic institutions. The Events Manager efficiently coordinates events and programs within the Institute and external partners for maximum impact.

NIIMBL is a member of the Manufacturing USA network of institutes funded by the federal government to advance United States competitiveness in advanced manufacturing innovation. NIIMBL is established by a cooperative agreement with the National Institute of Standards and Technology (NIST) as a public/private consortium of a diverse set of member organizations, including industry, academia, non-profit organizations, state governments, and federal agencies. Events are attended by members, non-members, and VIPs from state, local, and federal governments, and as such, the Events Manager will be expected to possess an expert degree of professionalism while maintaining strict confidentiality when appropriate. Institutionally, NIIMBL reports to the Vice President for Research, Scholarship & Innovation.

MAJOR RESPONSIBILITIES:

- Leads efforts to secure and coordinate appropriate facilities, equipment, speakers, catering, technology, logistical requirements and publicity for these events. Provides some on-site supervision for events as needed.
- Lead efforts, in conjunction with NIIMBL communications staff, the development, production, and distribution of posters and other materials to market events and to be used during events such as signage and displays.
- Supports the NIIMBL Communications Director in the execution of each event’s marketing and communication strategy including the generation of event registration sites and external communication of event logistics.
- Coordinates with the NIIMBL evaluation team to collect feedback as part of the event lifecycle.
- Monitor event registrations and speaker information with strict confidentiality.
- Oversees event budgets as developed by the Operations Director. Ensures events stay within the allocated budget.
- Serves as a liaison between contractors, organizers, and attendees with regards to all facets of the logistical operations support of multiple programs and events.
- Conduct site searches and inspections (when necessary) of venues for NIIMBL meetings.
• Perform miscellaneous job-related duties as assigned.

QUALIFICATIONS:
• Bachelor’s degree and three years of related experience, or equivalent combination of education and experience.
• Effective interpersonal as well as verbal and written communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
• Ability to travel to occasional events is strongly preferred.
• A high degree of personal and professional integrity, poise, maturity and excellent judgment.
• Strong creative, written and verbal communication skills.
• Strong strategic, organizational and project management skills.
• Ability to manage multiple complex projects/events concurrently and to make independent decisions in keeping with the level of the position.
• Customer-service orientation.
• Proficiency in Microsoft Word, Excel, PowerPoint and Outlook.
• A CMP certification is preferred.

Required for Applying
• Please reply with resume and cover letter to: ksanford@udel.edu expressing interest noting any relevant background. No phone calls, please.