

EXECUTIVE POSITION PROFILE

Director, Conferences & Events



Tampa, Florida

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I. Position Description

Summary

The **Director, Conferences & Events** directs all phases of planning, operations, execution, and financial success of BICSI conferences and events. Responsible for budget/financial management; site selection; vendor& contract negotiations; mentoring, developing staff; under the direction of the BICSI VP of Marketing, Membership & Business Development. Areas of responsibility within the organization include supervising two (2) staff members. Member of the management committee/leadership team.

Essential Duties and Responsibilities

Include the following; other duties may be assigned:

- Contribute to a strategy for growth and business development.
- Large contract & vendor negotiations including risk management, site selection, contract negotiation, RFP's and other services.
- Manages relationships with conference vendors, including competitive bidding, contracting, monitoring performance and evaluation.
- Budget & financial management including developing & reconciling itemized budget.
- Supply revenue and expense input for fiscal year budgets for the Conference & Events Department that are within the constraints and minimally meet the objectives of the finance committee.
- Global event management; conference, meetings and exhibits.
- Regularly reviews demographics and other research to align conference programs and activities. Initiates new conference programs based on research.
- Supervises department staff, delegating authority, coaching and mentoring staff growth, enhancing staff performance.
- Plan, develop, and implement departmental policies that will support short and long-range goals of BICSI as an organization.
- Coordinates with committees and professional development staff for conference technical programs.

- Maintains complete meeting history.
- Leverages today's Internet technology to extend value and increase revenue of conferences and meetings.
- Organizes stakeholders' processes for all activities in conference and meeting preparation, planning, and execution to keep timelines on schedule.
- Occasionally this position will assist other Global BICSI offices with meeting planning and implementation.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Education and Experience

- Bachelor's Degree or equivalent experience required.
- Eight or more years of progressive experience; including association meeting planning.
- Four or more years of supervisory experience.
- Current & valid CMP/CEM/CMM or equivalent required.
- CAE Preferred.
- Global experience a plus.

Supervisor Responsibilities

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include: departmental structure and organization; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

- Conferences & Events Manager
- Registration and Exhibits Coordinator

Travel Requirements

30% (primarily by air): Three to Four – 1-week long conferences each year, tradeshow, site inspections and other industry events include visiting potential meeting locations and on-site supervision of meeting staff and contractors.

Work Environment

The work environment is a cubical atmosphere, where low to moderate noise or sound will be heard from or made by others sitting around you. It is usually pleasant with minimal loud disturbances.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to sit. The employee is occasionally required to stand and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus. Aural abilities include ability to hear individuals on the phone and speaking face to face.

Competency

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Problem Solving – Identifies and resolves problems in a timely manner; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management – Potential to: coordinate projects; communicate changes and progress and manage project team activities; complete projects on time and on budget.

Customer Service – Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal – Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication – Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.

Team Work – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; gives and welcomes feedback; Contributes to building a positive & professional team spirit.

Change Management – Develops workable implementation plans; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Leadership – Exhibits confidence in self and others; inspires respect and trust; accepts feedback from others; displays passion and optimism. Positive and proactive.

Mentoring – influencing the career development and career satisfaction of direct reports by acting as an advocate, coach, teacher, guide, role model, benevolent authority, door opener, resource, cheerful critic, and career enthusiast.

Quality Management – Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Cost Consciousness – Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.

Organizational Support – Follow policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.

Adaptability – Adapts to changes in the work environment; manages priorities and competing demands; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality – Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability – Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.

Initiative – Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Judgment – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Motivation – Sets and achieves challenging goals; demonstrates persistence; measures self against standard of excellence.

Planning/Organizing – Prioritizes and plans work activities; uses time efficiently; plans for additional resources when necessary; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

Professionalism – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration. Positive and professional demeanor.

Quality – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity – Meets productivity standards; Completes work in timely manner; Strives to increase productivity.

II. Organization Review

About BICSI

With a budget of \$15 million and a staff of 60, BICSI is a professional association supporting the advancement of the information and communications technology (ICT) community. ICT covers the spectrum of voice, data, electronic safety & security, project management and audio & video technologies. It encompasses the design, integration and installation of pathways, spaces, optical fiber- and copper-based distribution systems, wireless-based systems and infrastructure that supports the transportation of information and associated signaling between and among communications and information gathering devices.

BICSI provides information, education and knowledge assessment for individuals and companies in the ICT industry. BICSI serves nearly 23,000 ICT professionals, including designers, installers and technicians. These individuals provide the fundamental infrastructure for telecommunications, audio/video, life safety and automation systems. Through courses, conferences, publications and professional registration programs, BICSI staff and volunteers assist ICT professionals in delivering critical products and services and offer opportunities for continual improvement and enhanced professional stature.

Headquartered in Tampa, Florida, USA, BICSI membership spans nearly 100 countries.

BICSI Vision Statement

BICSI is the worldwide preeminent source of information, education and knowledge assessment for the constantly evolving information and communications technology community.

BICSI Mission Statement

BICSI's Mission is to:

- Lead the information and communications technology industry with excellence in publications, education and knowledge assessment.

- Advance our members' ability to deliver the highest quality products and services.
- Provide our members with opportunities for continual improvement and enhanced professional stature.

Conferences & Events

BICSI presents numerous conferences and events across the globe. Members participate in a number of Region Meetings and other events. Of note are BICSI's Fall and Winter Meetings. BICSI membership spans more than 140 countries, and Conference, Region Meetings, Breakfast Clubs and Pub Clubs take place all over the world.

Winter (2019 location – Orlando)

The BICSI Winter Conference & Exhibition is the premier industry event for the information and communications technology (ICT) community. Thousands of industry professionals attend this annual event to gain new ideas about the industry and connect with ICT pioneers. The Winter Conference is also home to the annual BICSI Cabling Skills Challenge and the New Product Pavilion, a dedicated showcase in the Exhibit Hall which features emerging ICT products and services. Approximately 4,500 attendees and 180 exhibitors.

Fall (2018 location – San Antonio)

As BICSI's last annual conference of the calendar year, the Fall Conference & Exhibition is the perfect place and time to make lasting connections to take with you into the New Year. With an ever-expanding Exhibit Hall and a diverse conference program covering the industry hottest topics, this conference is one you don't want to miss. The Fall Conference is also home to the What's New, What's it Do? Pavilion, where conference attendees get an up-close look at emerging technologies for the ICT industry. Approximately 3,400 attendees and 125 exhibitors.

ICT Canada presented by BICSI (2019 location – Toronto)

BICSI is known for its progressive first-rate technical conferences and exhibitions around the world, providing information and communications

technology (ICT) professionals with groundbreaking information about the hottest topics in the industry, plus an excellent hands-on product and service exhibition. Now BICSI will bring leading ICT education to Toronto in 2019 with the debut of ICT CANADA – Presented by BICSI, a major event for global technology professionals. Approximately 900 attendees and 75 exhibitors.

Middle East and Africa (permanent location–Dubai)

As BICSI's largest global event, the Middle East and Africa Conference & Exhibition is a celebration of all things related to information and communications technology (ICT). Bringing together hundreds of industry leaders from all over the world, the MEA Conference continues to expand and diversify its offerings each year as ICT grows within the region. Approximately 400 attendees and 31 exhibitors representing 45 nationalities and 34 countries.

Region Meetings

BICSI Region Meetings are the perfect setting for personalized networking with industry professionals in your local area. Offered throughout the year, these one-day meetings also provide up to four CECs.

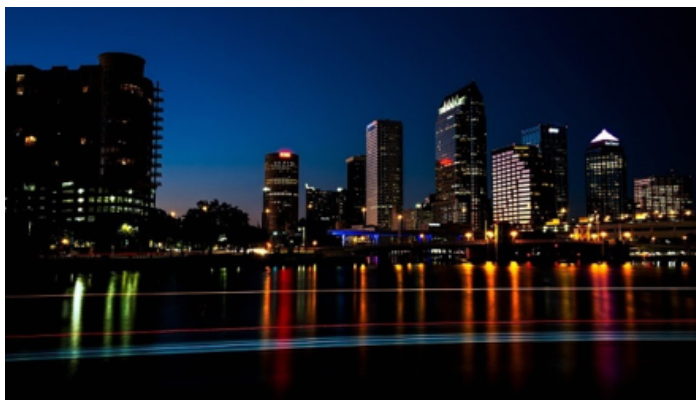
BICSI Senior Leadership

- **John D. Clark Jr., CAE**, Executive Director & Chief Executive Officer
- **Betty Eckebrecht, CAE**, Vice President of Administration and Chief Financial Officer
- **Kimberly Maki**, Vice President, Marketing, Membership and Business Development
- **Gail Moore-Swaby**, Vice President of Professional Development
- **Rhonda V. Thomas, CAE, SPHR, SHRM-SCP**, Director of Credentialing
- **Paul Weintraub, RCDD, RTPM, ESS, CAE**, Vice President of Global Development & Support

Web Presence

www.bicsi.org

BICSI World Headquarters TAMPA, FLORIDA



Tampa is a vibrant and diverse city located directly on Tampa Bay, along Florida's Gulf Coast. The city was named one of the five best US cities with a population of at least 300,000 people. The city's outside all the time lifestyle, constantly expanding nightlife and exciting restaurant scene draw people in to its refreshing urban vibe. The local climate, sustainable urban environment, natural resources and economic progress together create a place that locals are proud of and all the other people dream to visit or to live in.

Arts and culture are prominent in Tampa's ever-changing downtown. The Tampa Museum of Art is a cultural landmark situated along the Tampa Riverwalk in the city's downtown. The museum opened its award-winning home in 2010 and is the region's largest museum devoted to art of our time. The museum's 14,000-square-foot LED installation on its façade has become an iconic image for Tampa.

Florida is perhaps best known worldwide for its spectacular beaches, and those in Tampa Bay are no exception. Miles of white-sand beaches along the Gulf of Mexico border Greater St. Petersburg and Clearwater. Both Ft. DeSoto and Caladesi Island state parks are recent “Top Beach in America” winners.

Sports and Tampa Bay are an unbeatable combination. Professional sports teams keep spectators on their feet with championship runs while perfect weather and a pristine physical environment make Tampa Bay an outdoor enthusiast’s paradise. In fact, Tampa ranked No. 41 overall out of 423 metropolitan areas in a recent WalletHub list of the best sports cities in 2016.

Tampa has very active professional sports teams including the NFL’s Tampa Bay Buccaneers, MLB’s Tampa Bay Rays, and the NHL Tampa Bay Lightning. The New York Yankees call Tampa their home for spring training while the University of South Florida Bulls and University of Tampa Spartans provide multiple NCAA sports for the area.

III. About Vetted Solutions

Vetted Solutions is a Washington, D.C. based executive search firm specializing in association, nonprofit, and hospitality/destination marketing community recruiting and consulting. We focus on CEO and senior staff positions.

To apply, please visit the Current Searches page at: www.vettedolutions.com



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