



## Conference Manager

Global HIV Vaccine Enterprise, New York, NY

### Job Description

The Global HIV Vaccine Enterprise (Enterprise) seeks a Conference Manager responsible for planning and implementing the biennial HIV Research for Prevention (HIVR4P) conference, attended by 1,300+ delegates. The Conference Manager will be based in New York City and report to the Enterprise Director.

The Conference Manager will function as the lead project manager for the HIVR4P conference ([hivr4p.org](http://hivr4p.org)), scheduled for October 2018 in Madrid, Spain. The HIVR4P conference is a multi-day, international conference designed to bring together an audience of researchers, advocates, funders, policy-makers and private sector leaders in the field of HIV prevention. The meeting is organized into plenary sessions, symposia, roundtables, oral abstracts and poster sessions.

This role requires superior project management and strategic thinking skills to prioritize and manage multiple, simultaneous tasks as well as work well under pressure. The Conference Manager will proactively lead a team of professionals in the science, conference and hospitality fields to deliver all conference objectives.

### Responsibilities

- Convene and regularly liaise with the HIVR4P conference committee and chairs to strategize, set, monitor and assess conference objectives
- Recommend, maintain and uphold structures, policies and procedures to ensure conference achieves objectives
- Act as primary contact and manager to external conference management provider, which provides logistical support for venue and F&B, delegate lodging (including hotel blocks), travel and A/V
- Coordinate conference website and conference communication including newsletters
- Coordination of delegate registration website as well as ancillary meetings and satellite registration websites
- Manage multiple planning conference calls per month with Conference Committee, chairs and Program Organizing Committee, creating agendas, taking minutes and distilling and distributing information to appropriate channels as needed
- Support conference chairs and Enterprise program team as they determine members of Program Organizing Committee, maintaining accurate and up-to-date lists of member names and status, and managing all invitation and rejection letters to potential members
- Attend all in-person meetings between program team, conference chairs and Program Organizing Committee to ensure adherence to timelines and conference objectives

### Qualifications and Experience

- Bachelor's degree
- CMP certification preferred
- 5+ years' experience in international convention or meeting management and/or congress management from the agency/association perspective. Experience managing groups of 1,000+ delegates required. Experience managing abstract and poster submissions preferred.
- Advanced computer proficiency, including advanced skills with online meeting management software
- Excellent project management and timeline skills
- Effective communication and interpersonal skills
- Strong team leadership and problem-solving skills



- Solid financial acumen

### **Travel Requirements**

Domestic and international travel required (approximately 15% travel).

### **How to Apply**

Send a resume and cover letter, including salary requirements and computer/software proficiencies to [jobs@vaccineenterprise.org](mailto:jobs@vaccineenterprise.org).

### **About the Global HIV Vaccine Enterprise**

The Enterprise is an alliance of independent organizations committed to accelerating the development of HIV vaccines. The Enterprise accomplishes this through coordination, collaboration, knowledge sharing, and efforts to attract interest, resources and funders to the field.

The Enterprise Secretariat serves as a catalyst and unbiased facilitator to help the Enterprise accelerate scientific progress, promote knowledge sharing, identify collaborative opportunities, and articulate the need for sustained HIV vaccine R&D. The Enterprise Secretariat, working in concert with key stakeholders, strives to be truly global, serving a community of scientists, developers, advocates, funders and others worldwide, applying the core principles of neutrality and impartiality, collaboration, responsiveness, flexibility and transparency.

The Global HIV Vaccine Enterprise is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status or any other characteristics protected by applicable law. The Enterprise provides a generous benefit package and salary commensurate with experience.