



ARKANSAS RIVER BASIN WATER FORUM

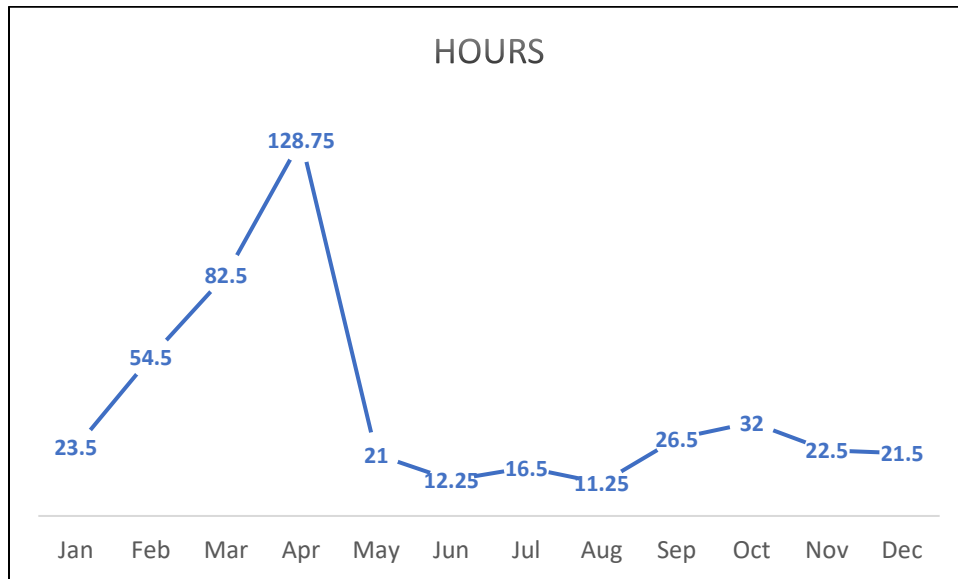
PROGRAM MANAGER

Job Description

Develop, manage, and execute a conference logistical plan and timeline; Manage operational and administrative functions to ensure programs are delivered efficiently. Meet ARBWF Board of Directors expectations and requirements.

- i. Develop, manage, and reconcile business and conference budgets. Manage, reconcile and report monthly on all revenue and expenditures. Responsible for adhering to financial and budget guidelines.
- ii. Responsible for updating, reporting and implementing the ARBWF five-year strategic plan.
- iii. Develop and implement a marketing campaign to solicit sponsorships and to increase attendance. If dictated by the Board of Directors, responsible for soliciting and cooperating with marketing and public relations to promote and publicize the conference.
- iv. Responsible for leading and managing various conference planning teams in the planning and implementation process for all aspects of the conference; including attending all ARBWF Board and Planning meetings. Provide leadership, motivation, direction, and support to the planning team. Assign/delegate tasks to volunteers and committee members and coordinate with them to achieve the target outcome.
- v. Solicit, manage and track conference sponsorships. Responsible to solicit sponsorships and provide information on the benefits of the associated levels and ensure the benefits associated with sponsorships are delivered.
- vi. Solicit conference registrations and manage the registration process. Report monthly on registrations and prepare registration materials ie: deposits, name tags, lists etc.
- vii. Solicit and manage conference exhibitors. Responsible for providing information on exhibitors' benefits, associated costs, and determination of exhibitor spaces.
- viii. Secure and manage all on-site conference facilities and catering services. Lead and direct the conference set up and take down of facilities.
- ix. After the conference, manage and execute conference debriefing. Responsible for analyzing and reporting survey results, as well as recommended improvements/changes.
- x. Manage and maintain the ARBWF.org website. Manage operational and administrative functions to ensure information and sponsorship benefits are delivered effectively. Manage and execute e-commerce ability for financial transactions to ensure sponsorships and registrations are completed efficiently and accurately. Demonstrate proficient skills in using QuickBooks and Eventbrite applications.

- xi. Knowledge regarding Arkansas River Basin water management practices and issues are desirable but not necessary.
- xii. Demonstration of proficient skills in Microsoft Windows and Office products (Word, Excel and PowerPoint) are required. Proficient skills in Weebly website development, MailChimp marketing platform and virtual meeting applications are desirable.
- xiii. Financial compensation is dependent on experience and ranges from \$30 - \$40 an hour. The position is a contract position without benefits. The workload is inconsistent throughout the year as estimated by the graph below. More working hours are required in months prior to and during the annual event.



- xiv. The ARBWF does not provide compensation for travel, lodging, meals, ink, paper, or personal expenses. The ARBWF may provide funding for skill development that benefits the organization.
- xv. The Program Manager will begin work on October 1, 2021. ARBWF will provide training / mentoring through December 2021.

DELIVERABLES:

- i. Develop, manage, and execute a conference logistical plan and timeline
- ii. Develop, manage, and reconcile business and conference budgets

- iii. Responsible for updating and implementing the ARBWF five-year strategic plan
- iv. Develop and implement a marketing campaign to solicit sponsorships and to increase attendance
- v. Responsible for leading and managing various conference planning teams
- vi. Solicit, manage, and report on conference sponsorships
- vii. Solicit conference registrations and manage the registration process
- viii. Solicit and manage conference exhibitors
- ix. Secure and manage all on-site conference facilities and catering services
- x. Manage and execute conference debriefing after the conference
- xi. Manage, maintain, and execute e-commerce ability for financial transactions on the ARBWF.org website
- xii. Demonstrate and maintain proficient skills in Microsoft Windows and Office products, QuickBooks, Eventbrite, MailChimp marketing platform, Weebly website and virtual meeting applications.
- xiii. Deliver project deliverables on-time, on-budget and to the ARBWF Board of Directors expectations

Please submit resumes before Thursday, August 12, 2021, to the following:

Arkansas River Basin Water Forum
ARBWF1994@gmail.com

Qualified applicants will be contacted the week of August 30, 2021, to schedule an interview.