



Convention Manager Job Posting

National CAPACD seeks a Convention Manager to plan our signature biannual Building CAPACD Convention and support organizational efforts to convene our coalition.

The National Coalition for Asian Pacific American Community Development (National CAPACD) advances equity and creates vibrant, healthy neighborhoods by mobilizing and strengthening a powerful coalition of Asian American, Native Hawaiian, and Pacific Islander community-based organizations working in low-income communities.

National CAPACD's staff are committed to a culture of inclusion, respect, integrity, learning, performance, accountability, collaboration, and celebration. *Inclusion* is both a commitment to diversity and *respect* for our differences. An organization built on *integrity* represents mutual trust, honesty, openness, and freedom from judgment in our work together. We are also a *learning* organization – everyone has something to offer, and each of us has something to learn. Setting a high standard of *performance* means quality results, getting the job done, and doing the right things in the right way while being *accountable* to ourselves, our communities, and our supporters through transparency and absolute dedication to all of our values. Lastly, we value *collaboration* within the organization and with our coalition members, and we always leave room for *celebration* in our work.

The Convention Manager will play a key role in the Coalition & Policy Division with a goal of increasing the visibility of National CAPACD's coalition. The Convention Manager will be responsible for planning and executing our biannual Building CAPACD Convention, which attracts between 200-300 attendees from local nonprofit organizations, key allies, and stakeholders around the country. We seek an individual who demonstrates a commitment to and experience working with community-based organizations serving Asian Americans, Native Hawaiians, Pacific Islanders and other under-served communities.

The position will be critical for anchoring the growth of the organization and the development of organization-wide systems and processes to manage Convention and other opportunities to convene the coalition. The position is well-suited for a highly-organized, self-starter who can generate and gather ideas in a collaborative environment and translate ideas into action.

This is a full-time, exempt position based remotely in the United States. The Convention Manager reports directly to the Director of Narrative & Communications, who will serve as interim supervisor until we hire a Managing Director of Coalition Building & Policy in late 2023, who will be the permanent supervisor.

Roles and Responsibilities Include:

- Plan and successfully execute the biannual Building CAPACD Convention, including the development and implementation of the project plan, timeline, and budget;
- Support the development of organization-wide systems and processes for streamlining Convention management;

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- Coordinate with staff from across the organization and with local host committee members, using effective project management tools, for the purpose of developing a meaningful program for attendees;
- Coordinate with relevant staff to manage outreach, registration, and scholarships; reconcile revenue and expenses; and other activities as required;
- Manage vendors, consultants, and volunteers in the execution of the Convention;
- Regularly provide progress reports and update planning documents on Convention;
- Coordinate and consult with the Director of Development to support sponsorship procurement, management, and fulfillment for special events, including National CAPACD's bi-annual Convention; and
- Support the planning and implementation of other events, such as the 25th Anniversary, as appropriate.

Other Functions and Responsibilities:

- Assist with other National CAPACD organization-wide initiatives;
- Other duties as assigned.

Required Qualifications:

- At least five years of experience in an event-planning role;
- Ability to plan and execute events that center accessibility and inclusion;
- Project management skills including the ability to develop a plan, timeline, and budget;
- Ability to coordinate and move staff and volunteers through the planning process, including generating ideas, facilitating meetings, providing updates and progress reports to relevant parties, and soliciting feedback;
- Strong communications and facilitation skills;
- Ability to work independently and move projects forward while seeking appropriate approval;
- Highly organized with attention to detail and accuracy;
- Experience creating and tracking budgets;
- Commitment to National CAPACD's mission and the needs of low-income, immigrant, and Limited English Proficient (LEP) communities.

Desired Qualifications:

- At least two years of event planning experience in a nonprofit or community-based setting;
- Track record of successfully executed events;
- Established relationships with vendors and experience negotiating vendor contracts;
- Graphic design skills;
- Experience managing volunteers.

Essential Physical Requirements:

- As this is primarily a remote position, the person in this position must be able to communicate via phone, including conference and video calls, as well as written communication such as Slack and email;
- This position requires the ability to remain in a stationary position to operate a computer (and other office productivity machinery) and manual dexterity to use a keyboard for extended periods;
- This position requires the ability to occasionally lift objects weighing up to 10 pounds;
- This position requires the ability to travel domestically with overnight stays. Travel may involve transportation via airplane, car travel, or train.

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Work Environment:

National CAPACD is a primarily remote office environment, with a headquarters office in Washington, DC and a satellite office in Oakland, CA. The person in this position must have enough room and privacy to perform the job from home or work out of one of our offices.

The Manager must be able to travel domestically with overnight stays at a minimum of 6-7 times per year. This position requires the ability to work Monday through Friday and may require some work on nights and weekends when traveling or for events.

Compensation:

The annual salary range is \$70,000 - \$85,000, depending on background and experience. National CAPACD is pleased to offer a comprehensive benefits package that includes 100% employer-covered health insurance for employees, 75% employer-covered health insurance for eligible family members, basic life and long-term disability, and paid parental leave. In addition, we offer 15 days accrued annual vacation at the start of employment, 7 (seven) days accrued annual sick leave, monthly wellness days, 403(b) retirement fund with employer match, 3-month sabbatical leave upon completion of 7 years of continuous employment, 14 holidays, plus the week between Christmas and New Year's off.

COVID-19 Note:

To center the safety and well-being of our employees, National CAPACD is a 100% COVID-19 vaccinated workplace. Proof of vaccination will be required upon acceptance of a job offer. Job applicants with religious and disability-related objections will be given reasonable accommodations.

To Apply:

Applications will be accepted until the position is filled. Please upload your resume and cover letter to our talent portal: <https://www.nationalcapacd.org/opportunities/convention-manager>. **Only complete applications will be considered.**

At this time, National CAPACD is regrettably not able to offer employment to candidates who are not authorized to work without Visa sponsorship.

National CAPACD is an Equal Opportunity Employer. People of color, members of the LGBTQ community, people with disabilities, and women are strongly encouraged to apply. Accommodations for applicants may be available upon request. No calls, please.

6/27/2023