Director of Industry Alliances

Reports to: Vice President of Education
Term: One year or as determined by the Board of Directors and Chapter Bylaws
Time Commitment: Estimated 4-5 hours per week, not including board meetings/retreats & chapter events

Specific Responsibilities:
- Oversight of the following functions and committees:
  - Cascadia Educational Conference (CEC)
    - Cascadia Educational Conference Committee
      - Chair, Vice Chair
      - Education
      - Marketing
      - Sponsorship
      - Silent Auction
      - Hosted Buyer Program
      - Closing Gala
      - Poker Tournament
  - The Hive
    - The Hive Committee
      - Chair, Vice Chair
      - Education
      - Marketing
      - Logistics
  - Global Meetings Industry Day (GMID) (works in collaboration with the Director of Special Events on logistics and the Office of the President on strategy)
  - Involvement in other industry partnerships as appropriate (i.e. The JAM, others)
- Oversight of budget lines related to above activities.

The Director (or his/her committee designee) is responsible to:
- Work in conjunction with the Director of Procurement and Sponsorship, to assist with the RFP process and make recommendations for the venue(s) and service partners for The Hive.
- Work in conjunction with the Oregon Chapter, to oversee the RFP process and make recommendations for the venue for future CECs (if necessary).
- Negotiate and finalize contracts with presenters/speakers and forwarding contracts to the President for signature for CEC and The Hive.
- Provide appropriate marketing and communication materials for above events to Communications Team via the Communications Request Form.
- Work in collaboration with the Chapter Administrator to ensure both compliance and tracking of EIC Clock Hours for The Hive and CEC.
- Coordinate logistics for CEC and The Hive, including menu selection, AV, room set-up, registration, speaker hotel and travel, and all related activities.
• Collaborate with the VP of Education to communicate all initiatives and objectives for The Hive and CEC to members.
  o Monitor sponsorships
  o Establish and monitor the event budgets
  o Focus on creating experiential design moments
  o Increase attendance at both events
• Create objectives related to The Hive and CEC to support the chapter’s Strategic Business Plan.
• Educate committee chairs/members with processes, procedures and tools to achieve committee objectives.
• Keep current with industry standards, new education and content trends to enhance and improve chapter educational offerings and increase member engagement and satisfaction.