

ASFPM Conference and Special Events Planner Position Description – September 2007

The Association of State Floodplain Managers (ASFPM) seeks to fill a new full-time position to coordinate, manage, and plan the Association's conferences, meetings, and special events.

OUTCOMES – The primary outcomes of this position are to: 1) plan, organize, and conduct the Association's annual conference, 2) plan, organize, and conduct the Association's specialized events, and 3) plan, organize, and conduct the Association's meetings.

RESPONSIBILITIES – Key activities of this position include:

1. Conduct the on-site operation of the Association's annual conference and special events.
2. Assist in the site review, selection, and negotiation of the Association's annual conference and special events.
3. Coordinate the annual conference and special events program and papers.
4. Coordinate the annual conference and special events exhibitors and sponsors.
5. Prepare financial budgets for the Association's annual conference and special events.
6. Prepare documents and reports pertaining to the annual conference and special events for the Association's Board of Directors.
7. Coordinate and oversee the logistics of the Association's meetings.
8. Maintain records of the Association's annual conference, special events, and meetings.

QUALIFICATIONS/EXPERIENCE – The successful candidate for the position must possess/demonstrate:

- ◆ 4-5 years experience in planning conferences, meetings, and special events; OR College Degree in Business, Marketing, Communications, Hotel Management and 2-3 years of experience.
- ◆ Demonstrate knowledge of business and management principles involved in strategic planning, resource allocation, and coordination of people and resources.
- ◆ Demonstrate knowledge of principles and processes for providing customer and personal service.
- ◆ Strong Communication and organizational skills.
- ◆ Working knowledge of Word, Excel, graphics programs and website development.

POSITION ASPECTS – This is a full-time position, located in the ASFPM office in Madison, Wisconsin. Travel is approximately 10-20% time. Salary is commensurate with qualifications and experience. Standard benefits apply. ASFPM is an Equal Opportunity Employer.

APPLICATION PROCESS

Response deadline is October 10, 2007. References will be contacted for the top 2-5 candidates. Please include the following in your response:

- 1) Cover letter outlining your specific credentials and why you are the appropriate person for this job.
- 2) Job resume detailing your experience and qualifications.
- 3) List of three professional references.

Email to: Deputy Executive Director George Riedel at George@floods.org.

BACKGROUND – ASFPM is a non-profit, professional membership association with 11,000 members and 26 Chapters throughout the U.S. Established in 1977, ASFPM is a volunteer organization with direction provided by a 19 member Board of Directors composed of nationally recognized government and private sector flood hazard professionals. Our mission is to promote policies and programs which reduce the loss of human life and property damage from flooding; promote pre-flood mitigation measures to prevent flood loss; avoid actions that exacerbate flooding and flood damage; and preserve the natural functions and cultural values of floodplains. See the ASFPM website at www.floods.org for more information.