

Job Level	Director of Conference and Event Services	Management Level II
Problem Solving	<ul style="list-style-type: none"> * Director provides vision, supervision, leadership, and event management for an active year-round operation that directly provides one-stop shop contracting for a myriad of conference and event services including logistical management, facility rental, registration services and financial administration for both on- and off- campus programs. * Manage all aspects of 5-10 events per year including initial proposal, securing appropriate resources on- and off- campus, contracting, budgeting, coordination, on-site assistance, final invoice preparation and account closing * Respond to prospective inquiries, develop rates packages, initiate reservations, conduct campus tours, and manage several facility calendars * Prepare and maintain a customized event registration management event website as requested by the client * Monitor and evaluate event registrations as well as a financial event account including all revenues and expenses for the event and prepare detailed reports for client approval * Provides all contract management for the unit including service agreement negotiation and external vendor agreements * Negotiate service contracts between Colorado State University CES and client including determining CES service pricing and accurately quoting other university resources * Develops and evaluates all CES service rate structures and collaborates with campus partners to broker services and fees to internal and external clients for single and multi-day events * Identify insurance, safety, policy concerns and connect with appropriate University personnel on issues and exceptions 	<ul style="list-style-type: none"> ▪ Applies concepts towards the development of new rules or policy development
Interaction/ Communication	<ul style="list-style-type: none"> * Responsible for strategic planning, budget development and project management for a unit that services 17,000 visitors to campus per year, with a total of 25,000 participants program wide * Respond to prospective inquiries, develop rates packages, initiate reservations, conduct campus tours, and manage several facility calendars 	<ul style="list-style-type: none"> ▪ Adapts communication style and uses persuasion in delivering messages
University Impact	<ul style="list-style-type: none"> * Serves as a spokesperson for the university in connection with conference and event relations, a key administrative leader within Housing & Dining Services as well as Student Affairs and maintains important liaison relationships with a broad array of University departments and community constitutes to work toward a common goal 	<ul style="list-style-type: none"> ▪ Ability to impact the development of existing principles and guides the development of new policies and ideas ▪ Work provided by the team generally has longer-term impact beyond the current year
Financial/ Budget Responsibility	<ul style="list-style-type: none"> * Serves as departmental financial officer including management of a \$750,000 operating budget and \$3.5 million in individual event budgets * Provides all contract management for the unit including service agreement negotiation and external vendor agreements * Reconcile individual event financial accounts by calculating total revenue and expenditures, initiate distribution of funds to service providers, and generate closing statements resulting in invoices or refunds to clients 	<ul style="list-style-type: none"> ▪ Provides input into the budgeting process and may be a sub-departmental budget owner or have responsibility towards the fiscal management

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People
Management

* The Director oversees a staff of eight full-time professionals and 40+ student staff.

- Manages teams of technical/support and/or professional roles
- May have people management responsibility for pay reviews, performance management, and resource planning