



DIRECTOR OF PROGRAMS AND EVENTS

This professional, management level position is responsible for programs and events for this over 300-member not-for-profit membership organization. The Council for Quality Growth is a 40-year-old trade association representing the growth and development industry in the metro Atlanta region. Our mission is to promote balanced and responsible growth while proactively representing a complex network of stakeholders and member interests. The ideal candidate has a proven fundraising, event production and marketing track record with excellent verbal and written communication skills and the ability to work in a detail-oriented manner in a fast-paced, multi-faceted environment.

Job Responsibilities to Include:

- Responsible along with Council management for the formation and execution of the Council's annual schedule of programs and events achieving the Board approved strategic and financial objectives
- Plans & manages logistics and accountable for profitability of all Council programs, special events (including the annual Four Pillar Tribute, signature events, and the State of the County series), and Quality Growth Institute programs
- Accountable for all fundraising and program revenue generation, budget management, and financial reporting
- Collaborate with peer associations and Chambers of Commerce to deliver co-branded programs and initiatives
- Manages Council image and branding as related to programs and events
- Manages work product of Events Manager
- Reporting and communication responsibilities to management and Council Board of Directors
- Leads Council Events Manager and coordinates Council staff needed for events

Knowledge, Abilities & Critical Skills Required:

- High professional and ethical standards, with a commitment to excellence and customer service
- Proven successful sales record – event sponsorship sales experience essential
- Strong contract negotiation skills to maximize program profitability
- Outgoing personality, must enjoy representing the Council in a variety of venues
- Strong verbal and interpersonal communication and listening skills
- Ability to manage meetings/events and make presentations across the region
- Must be a detail-oriented team player willing to work in a small, interconnected office environment
- Strong knowledge of software applications to deliver and enhance work products (Microsoft Office–Word, Excel, Power Point, Outlook, Publisher and online database CRM systems) Knowledge of Word Press and Adobe Suite a plus
- Strong writing skills with an ability to format documents and data in reader-friendly terms
- Strong initiative in time management, work prioritization, and independent thinking
- Ability to establish and maintain effective working relationships with vendors and build strategic partnerships with members, sponsors, and other organizations

Education and Experience Requirements:

Bachelor or graduate degree with major course work in communications, business, marketing, or related areas required. At least four years' professional experience in event production, marketing, sales, trade organization programming, and event management preferred. Experience in growth and development industry a plus.

Compensation:

Base salary commensurate with experience with a profitability incentive program available.

Contact: Michael E. Paris, President/CEO

Submit resume via email to: mp@councilforqualitygrowth.org or mail to:

Council for Quality Growth, 5901-C Peachtree Dunwoody Rd., Suite 500, Atlanta, Georgia 30328