



Kiwaniis®

PENNSYLVANIA DISTRICT

Title: *District Meeting Manager*
Reports to: *District Governor and District Board*
Category: *Non-Exempt*
Status: *Part Time*

Introduction

The District Meeting Manager is responsible for overseeing the planning and execution of events for the PA Kiwanis District and all Pennsylvania Service Leadership programs. The position will work with a volunteer District Convention team and on-site professionals to coordinate everything from contracts, guest accommodations to event schedules, entertainment, and catering. This position is not responsible for the programming at the events.

The District Meeting Manager must be able to manage multiple tasks at once while managing volunteer team, venue personnel and any staff effectively. They may also need to deal directly with vendors or speakers on a regular basis to ensure that all parties involved are satisfied with the service being provided.

The District Meeting Manager shall be appointed annually by the Governor with the approval of the Board of Trustees. This is a stipend or contract position as approved annually by the Board of Trustees. The position is not a member of the Board of Trustees.

Experience Seeking:

- Bachelor's degree in Business Management, Hospitality Management or related field. (Is Preferred)
- The Certified Meeting Professional (CMP) certification is a plus.
- Minimum of 2 years professional work experience in event management
- Management experience of external event staff, volunteers, and guests.
- Experience with Microsoft Office suite, e-mail, and collaboration tools including but not limited to Canva and Adobe Acrobat is a plus.
- Strong leadership skills and exceptional customer relationship skills.
- Highly organized with the ability to meet multiple concurrent deadlines with multiple stakeholders.
- High level of initiative.
- Creative problem-solving skills, detail oriented, works independently and organized
- Excellent communication skills, both verbal and written.
- Flexibility in schedule.
- Ability to travel for site inspections and meeting execution.

Key Annual Pennsylvania District Events (General Timeframe)

- PA Kiwanis District Convention (August)
- PA Kiwanis Midyear Conference (February / March), if in person
- PA Key Club Convention (Late March / Early April)
- PA Key Leader Weekend (Late April) (Contracting and budgeting only)
- PA Circle K Fall Interpack (November) (Contracting and budgeting only)
- PA Circle K Convention (Late March / Early April)
- PA Aktion Club Convention (August) (Contracting and budgeting only)
- Trustee and Lt. Governor Annual Training (June/July) (Contracting and budgeting only)



Duties

- 1) Manage the general logistics of all Key District events, except for those listed as contract only.
- 2) Responsible for making recommendations, sending Request for Proposals to venues.
- 3) Fiduciary responsibilities including the following for all District approved events:
 - Handling contract negotiations for all venues and present to board for approval and District Secretary for signature.
 - Ability to identify risk and define mitigation measures for all contracts to avoid any exposure to the District
 - Overseeing the development of event budgets and financial projections for annual events in coordination with the District Treasurer
 - Coordinate and manage payments to all vendors including printing vendor for the PA Kiwanis District Convention program book, which is developed by the host committee.
- 4) Manage and assist in developing the scripts for key general sessions at the PA Kiwanis District Convention with approval of the volunteer convention committee.
- 5) Required to be on-site at annual conventions for the Key convention listed, except for PA Circle K Interpack, Key Club Convention, Key Leader Weekend, Aktion Club Convention, Trustee & Lt. Governor Annual Training.
- 6) Prepare and deliver summary reports that include final budget numbers no more than 30 days after event has completed to the Governor and the District Board.
- 7) Coordinating with the facilities staff to ensure that the setup for each event meets the requirements of the event and adheres to contractual requirements.
- 8) Provide high quality customer service to attendees.
- 9) Ensure that all activities take place on schedule for the Key events where attendance is required to ensure the event runs smoothly.
- 10) Maintain relationships with vendors who provide services for the event such as catering and entertainment.
- 11) Manage all food, beverage, setups and audiovisual needs for the event, including ordering supplies and other approved materials that are required for a successful event.