



MINISTRY DESCRIPTION

Title: Conference Coordinator
Department: Development Resources
Reports to: Vice President - Development Resources

Schedule: Regular, Full-time
FLSA: Exempt

Ministry Function:

The Conference Coordinator supports the ministry of Convoy of Hope by executing all logistics and follow-up related to COH conference sponsorships and booths.

Essential Duties and Responsibilities:

1. Serve as main point of contact for all conference sponsorship requests for all of COH.
2. Disseminate conference sponsorship requests to appropriate decision maker within the organization.
3. Negotiate sponsorship offerings if deemed appropriate.
4. Design a strategy and focus for the booth at each conference depending on the audience.
5. Submit all material requests to the Creative Communications department using the ticket system.
6. Work closely with Communications to review all items for the booth for each conference and make requests for additional needs as necessary.
7. Work with appropriate leaders to determine who will be attending each conference.
8. Organize all travel needs for staff that are attending the conference.
9. Create a detailed working schedule for staff for each conference.
10. Work closely with supply chain to arrange a truck for delivery and return.
11. For each conference, make sure all items are placed in the loading area and then once returned to receiving they are all put back in our storage area. Keep inventory of all necessary supplies and items for the booth.
12. Create talking points for the staff working the booth.
13. If an interview is taking place during a conference, make sure all talking points are sent to the speaker well in advance to ensure all parties are communicating consistently.
14. Plan and organize booth giveaways, games, educational displays, etc.
15. Attend each conference as necessary and serve at the booth.
16. Serve as lead staff for booth set up and tear down.
17. Assume the role as the main contact person for all communication with the hosting venue and Convoy of Hope.
18. Evaluate success of each conference to include: set-up, booth location, booth traffic and conference attendee engagement and make adjustments and/or changes as necessary.
19. Prior to the conference, create a post-conference email to go out to anyone that signed up at our booth.
20. Create and implement a strategic follow-up plan for each conference.
21. Post-conference send conference host a thank you.
22. Handle all post-conference correspondence and requests from conference

- host as necessary.
23. Establish, coordinate and manage a booth check-out and check-in system.
 24. Track and evaluate relationships established through conferences and the ROI for each.
 25. Work closely with the Prospect Management and Resource Coordinator to ensure all conference attendee information is in Salesforce, assigned to a rep, researched and submitted to the rep assigned.

Required Knowledge, Skills, and Abilities:

1. High School diploma or equivalent required. Associates or Bachelor's degree preferred.
2. 3+ years of ministry or conference experience required.
3. Excellent verbal and written communication skills for adequately conveying the program work of COH within the organization, partners and target audience.
4. Ability to proficiently use a MAC/PC and software programs, including but not limited to, Google Applications, Microsoft Office Suite and Salesforce and Basecamp.
5. Strong organizational skills and meticulous attention to detail.
6. Strong problem solving skills and the ability to remain calm under pressure and maintain tact in difficult situations.
7. Serve as an advocate for the ministry, striving to nurture, broaden and develop financial and other resource opportunities to support and expand organizational and program ministry.
8. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
9. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

Supervisory Responsibilities: This position has no direct supervisory responsibilities, but may supervise Interns, Missionary Associates and/or volunteers within the Program as directed.