



2/24/21

### **Job Title: Communications and Events Manager**

#### **Job Description Summary**

Seeking a qualified candidate for a key role in the Iowa Biotechnology Association (IowaBio or the Association), a 501(c)6 non-profit trade association, founded in 1994 to unify and promote Iowa's bioscience industry, academic research institutions and economic development organizations.

The Communications and Events Manager will work closely with the Executive Director to support and highlight the diverse biotechnology industry across the state of Iowa through internal and external communications, event planning and execution. Additionally, the Manager will provide key administrative functions and serve as main point of contact for IowaBio.

#### **Skills and Abilities**

- Self-driven, quick learner.
- Positive attitude and approach.
- Enjoys interacting with others.
- Excellent written and verbal communication skills.
- Organized, detailed, and thorough.
- Prompt, responsible, and dependable.
- Flexible/adaptable and willing to wear many "hats".
- Ability to work independently.
- Proven competencies in Excel, Word, Zoom, various social media platforms, back-end website and database management, Mail Chimp, and design programs (e.g. Canva preferred).

#### **Essential Functions**

1. Designs, manages, and executes the Association's events (in coordination with IowaBio Committees where appropriate) resulting in consistent net profit revenue.
  - Executes events including the Iowa Biotech Showcase and Conference (the Association's largest annual event), Animal Health in the Heartland, member networking events, and other events and meetings as needed throughout the year.
  - Organizes Requests for Presentations, potential presenter interviews, and organizes and interfaces with speakers.
  - Leads event sponsorship package design and coordination.
  - Creates event program and print material design.
  - Provides hosting assistance and attendee follow-up.

- Deploys post-event surveys.
- 2. Leads the coordination and planning of STEM events and program participation in coordination with STEM Committee and other STEM efforts and marketing.
- 3. Ongoing responsibility for website maintenance and updates.
- 4. Designs and executes social media posts and marketing campaigns.
- 5. Researches, assesses, compares, and recommends updates to IowaBio's technologies, digital tools, and virtual platforms, as needed.
- 6. Executes newsletter design and dissemination, and assists Executive Director with newsletter content and editing.
- 7. Executes important administrative functions including:
  - Updates, maintains, and monitors databases.
  - Handles invoicing, processing member information, and payments.
  - Creates and retains association reports and records (e.g., membership, registrations, sponsorships, meeting minutes, social media statistics, and budget documents).
- 8. Serves as a main point of contact for members, partners, and vendors to field questions and requests.
- 9. Tracks and promotes the Association's purchasing contracts and interacts with contract vendors to help drive contract revenue growth.
- 10. Assists the Executive Director with preparation of board documents, board meetings and associated networking scheduling, and other preparation.
- 11. Assists with and organizes the board member recruitment timeline and term tracking processes.
- 12. Assists the Executive Director in member recruitment and sponsorship development.
- 13. Assists the Executive Director and Treasurer to develop the Association's annual budget.
- 14. Supports and executes initiatives as outlined by the Executive Director and IowaBio Board.

#### **Other Job Functions/Expectations**

- Some overnight travel including BIO (IowaBio national affiliate) Conferences and fly-ins, and occasionally in-state for board meetings and member meetings (COVID-19 allowing).
- Full-time (exempt).

#### **Educational/Experience Requirements**

- Bachelor's degree in related field.
- 2-5 years of experience in administration functions, event planning, communications/design, and technology platforms.

#### **Benefits**

- Health insurance offered.
- 401(k).
- Office located in East Village, Des Moines, with parking provided.
- Computer and necessary technology.
- PTO.

Please, send cover letter, resume, and references to Executive Director Jessica Hyland at [Jessica@iowabio.org](mailto:Jessica@iowabio.org) by March 12.