

## CONFERENCE AND SPECIAL PROJECTS MANAGER

### Position Announcement

The Buffett Early Childhood Institute at the University of Nebraska is seeking applications from qualified individuals for the position of Conference and Special Projects Manager. Working in close coordination with the Institute's leadership team and under the supervision of the Institute's Director of Communications, this position is responsible for planning, directing, and implementing conferences, convenings, symposia, and other high-profile meetings of the Institute. This position will also lead initiatives and special projects as required. This is a highly collaborative position that requires strategic thinking, program development, and strong organization and outreach skills, including the ability to work within the university community and with other important partner and stakeholder organizations.

### Buffett Early Childhood Institute Profile

Envisioned as a new model for how public higher education is engaged in the first years of life, the newly established Buffett Early Childhood Institute is a four campus, university-wide, multidisciplinary research, education, outreach, and policy institute of the University of Nebraska committed to helping transform early childhood development and education in Nebraska and across the nation.

The long-term goal of the Institute is to be a leading center where scholars, practitioners, community members, and policy makers collaborate to advance a unified approach that can improve the lives of young children and families and the systems that support them.

Applicants should note that the goals of the Institute are university- and state-wide, but that the Institute's administrative home is at the University of Nebraska at Omaha. This position will work primarily out of the Omaha office but may have additional university-wide responsibilities.

### Job Responsibilities

#### *Conferences/Convenings (50%)*

- Lead planning and program development for conferences, convenings, symposia and other special events of the Institute, working closely with Institute leadership to ensure events meet Institute goals and objectives.
- Manage programming at the recently renovated Buffett Institute Collaboratorium at the University of Nebraska-Lincoln, giving special consideration for how this innovative meeting space can be used to support the Institute's programmatic and communications objectives.
- Develop and manage conference and meeting programs in conjunction with Institute leadership.
- Lead and coordinate logistics and preparations with conference and meeting speakers and participants; provide information regarding conference objectives, and secure participation as needed.
- Develop annotated agendas and conference notes to help ensure events meet programmatic and communications objectives.
- Conduct conference and meeting follow-up that documents key discussion and action items.

- Utilize and direct the use of online platforms (podcasts, videos, etc.) to capture and archive presentations and findings for dissemination with broader audiences.
- Develop outreach plans for conferences and events; conduct outreach with university, partner, and stakeholder organizations to promote conferences and meetings and deepen Institute relationships.
- Develop conference and public education materials as required; work with graphic designers to produce materials and follow up with vendors as needed.
- Conduct site visits to review and secure conference and meeting sites and negotiate agreements with venues as necessary. Develop and cultivate relationships with both university staff and outside vendors to help organize events.
- Direct all conference and meeting arrangements in collaboration with the Institute's administrative staff, including logistical arrangements, catering, technology and presentation requirements, travel and accommodations for speakers and participants, etc.
- Oversee administrative staff's use of the Buffett Institute database for conference and meeting outreach, tracking and reports, and to ensure database is continually updated.

#### *Special Projects (50%)*

- Manage and implement early childhood special projects and initiatives for the Institute as identified by the Executive Director and Associate Executive Director. Projects will involve the university and/or key community groups and include various new initiatives, including the launch of the Buffett Scholars program for graduate student support.
- Draft special project outlines and strategy briefs to help focus Institute initiatives and facilitate discussion and decision-making.
- Engage collaborators, making contacts in the university and in communities of interest, and in obtaining external funding to support projects.
- Conduct targeted research and/or outreach to help staff, inform and/or manage Institute special projects.
- Provide project management and assume other duties as requested.

#### Minimum Qualifications:

- A bachelor's degree and a minimum of seven years of demonstrated success in a similar role.
- Experience developing and overseeing projects and initiatives, working collaboratively with organizational leadership, partner groups, and stakeholders.
- Experience supervising and executing large and small events.
- Experience organizing and conceptualizing projects with multiple components and a wide range of community and professional partners.
- Leadership and organizational qualities and excellent written and oral communication skills.
- Experience working within a university setting is desirable.
- Knowledge of early childhood issues is helpful but not essential.

#### **How to Apply**

Application review begins immediately and continues until position is filled. Applications processed through the on-line job posting at <https://careers.nebraska.edu>. Follow instructions to complete the Applicant Profile. Along with your application, attach a cover letter, resume, and contact information for three professional references. Direct questions about the position to: [humanresources@nebraska.edu](mailto:humanresources@nebraska.edu). Direct questions about the on-line application process to: (402) 472-2111. The University of Nebraska is an Affirmative Action/Equal Opportunity Employer and participates in E-Verify.