

## Director of Programming and Events

### ABOUT CTBUH

The Council on Tall Buildings and Urban Habitat is a nonprofit organization dedicated to smarter, more sustainable cities and a more viable future for global populations. CTBUH convenes the shapers of cities, providing the knowledge and resources that will transform cities into dense and livable centers of innovation.

### WHO WE'RE LOOKING FOR

The Director of Programming and Events works collaboratively with CTBUH members and staff to develop meaningful in-person events and online programs on best practices in tall building and sustainable urban development. The Director works collaboratively across the organization, aligning program goals with members' needs, and ensuring that events and online programming meet strategic and financial goals. In particular, the two large annual conferences are key to this role. The Director thus owns the planning, development, budgeting and execution of CTBUH's programming strategy, and works with the C-suite and Board of Trustees to develop that strategy. As a member of the senior management team, the Director fosters a positive working environment and demonstrates a high degree of accountability and integrity.

Throughout 2020 and 2021, CTBUH educational programming has been limited to online conferences and in-person events where regional conditions allowed for such activity. As we look toward 2022, we need an innovative thinker who can chart a course for the organization that resumes robust in-person events alongside online offerings.

### POSITION LOCATION

CTBUH is headquartered in Chicago, Illinois, with offices in Italy and China. This position is located in Chicago. Currently, staff are working from home due to the pandemic. We are planning a return to the office in June.

### ESSENTIAL RESPONSIBILITIES

- Oversee the planning, organization, and delivery of the two annual CTBUH conferences and other in-person events, both domestic and international, including the programming, logistics, revenue generation and expense management. Oversee selection of, and contracts with, vendors supporting events, including management companies, venue, A/V and technology. Manage staff responsible for organizing chapter events and student initiatives.
- Actively manage educational programming budgets, including two conferences that collectively generated \$4 million pre-COVID.
- Work with CTBUH volunteers, including Trustees, to develop programming. Proactively identify high-profile experts to serve as program speakers, as well as conduct regular calls for proposals from CTBUH membership. Develop thoughtful training materials and communication methods that set expectations for speakers and support their participation in CTBUH programs.
- Working with the head of membership, conduct periodic needs assessments of CTBUH members; regularly conduct scans of the educational environment; work with senior leadership to develop strategies that differentiate CTBUH programming and support members' needs.
- Assess opportunities for certificate programs, executive training, credentialing, and continuing education activities; develop business plans to support initiatives.
- Working with marketing team, provide guidance on branding for events and ensure effective event marketing and communication campaigns that achieve goals.

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- Collaborate with business development to identify, develop and implement sponsorship opportunities.
- Working with the COO, marketing and technology teams, determine digital strategy and tools for CTBUH events, including event website, registration, and speaker and abstract management.
- Working with C-suite and Trustees, determine location and venue for CTBUH annual conferences.
- Serve as staff liaison to assigned committees, supporting the committees' work and ensuring volunteers contribute meaningfully to CTBUH.
- Manage team to ensure performance goals are met.
- Work collaboratively as a member of the senior management team; contribute to creating a positive work environment for all staff.

## REQUIRED QUALIFICATIONS

- 10 years of experience in a role managing educational programming and events, preferably in the architecture, construction or engineering industries
- Experience managing event budgets \$1M+
- Excellent project management skills, able to manage multiple priorities at once
- Performance-driven and works well in a fast-paced environment
- High attention to detail
- Excellent communicator
- Collaborative approach to work

## PREFERRED QUALIFICATIONS

- Educational background in architecture, engineering or construction industries
- Advanced education or training in instructional design, event management or certification development

## EQUAL OPPORTUNITY EMPLOYER

We believe at CTBUH that our work benefits from the diverse perspectives of our staff and the community we serve. We encourage applicants to review our diversity statement at [ctbuh.org/edi-committee-statement](https://ctbuh.org/edi-committee-statement).

CTBUH provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

## HOW TO APPLY:

Qualified applicants should send cover letter and resume to: [careers@ctbuh.org](mailto:careers@ctbuh.org).