

Conference And Outreach Manager

Position Information

Branch	Campus
Division	Research
Department	AIR QUALITY RESEARCH CENTER (068131)
UCPath Position #	40217566
Position Description #	2007813
Position (Working Title)	Conference And Outreach Manager

Classification Information

Job Code	006292
Job Title	EVENTS SPEC 3
Employee Relations Code	All Others, Not Confidential
Union Code (Bargaining Unit)	99
Salary Plan	CTDV
Salary Grade	21
Classified Indicator (Personnel Program)	Professional & Support Staff

Supervisor Information

Reports To Name	Sandra Hall
Reports to Job Title	Events Supv 2
Reports to UCPath Position #	40905939

Position Details

Job Summary

In consultation with the Air Quality Research Center (AQRC) Director and Operations & Events Manager, manage AQRC outreach activities, including conferences and other events which enhance the stature and visibility of the Center. Responsible for all facets of program planning, including content design, speaker selection, management, facilitation, sponsor development, budget management, public relations and promotion. Direct conference program planning committees and the support efforts of event vendors and staff.

Department Purpose

The Conference and Outreach Manager is part of an administrative team working directly for the Air Quality Research Center (AQRC). Other administrative services such

as grant management, payroll, purchasing, accounts payable and HR are provided for the AQRC through the Transportation & Energy Cluster.

N/A

Total Number of Staff THIS POSITION Supervises

Positions Supervised

NA

Approved FTE%

100

CEMRP2 Code

Essential Responsibilities

Percent(%) of Time

60

Function

CONTENT MANAGEMENT

Duties

Independently design cutting-edge conference program content, including plenary sessions, workshops, poster sessions, activity breaks, exhibits and pre-conference activities designed to enhance the efforts of the Center. Research and identify key issues and potential programmatic directions, determining the best content to inform constituents, shape policy and extend research horizons. Lead meetings and engage relevant faculty and stakeholders. Select speakers and coordinate their participation activities. Plan promotional strategies, managing the design, editing and distribution of conference programs, website, and related collateral. Compile conference proceedings and write final reports. Monitor program budget and revenue to ensure programs are within budget and activities are in compliance with campus policies and procedures. Adhere to UC Davis editorial, brand and accessibility standards found at <https://communicationsguide.ucdavis.edu> as appropriate.

Percent(%) of Time

20

Function

SPONSORSHIPS

Duties

Identify and pursue potential sponsorship opportunities with the public sector, industry and private foundations. Establish and maintain relationships with key industry leaders and contacts. Present formal proposals and serve as a resource to sponsorship prospects to provide information, advice and counsel regarding specialized program(s). Evaluate methods for building/maintaining prospect and volunteer constituencies and identify, recruit, and direct the activities of high level volunteers. Assure that fundraising activities are conducted in accordance with Office of Development policies, practices, and standards.

Percent(%) of Time

20

Function

LOGISTICS

Duties

Direct the work of numerous staff, vendors, suppliers and volunteers for program implementation including financial support staff, Campus Events staff, hotel and facility staff, audio-visual support technicians, caterers, graphic designers, printers, supply vendors, and others. Manage speakers, sponsors, dignitaries and governmental officials participating in programs. Research hotel properties and other venues, and solicit RFPs to evaluate suitability. Perform onsite visits and cost-benefit analysis of possible locales and services. Negotiate terms, including room costs, amenities, services, audio visual support, and catering.

Qualifications

Required Licenses and Certifications

Minimum Qualifications

Additional Minimum License/Certification

Minimum Education/Experience	B.S. or equivalent education and experience in Environmental Policy, Social Sciences Recreation and Events Management or related fields. Program development experience, including content management, conference logistics, marketing, fundraising, and environmental education. Experience developing and maintaining collaborative working relationships with various partners such as stakeholders, campus units, and representatives from industry, and state/federal and international governments. Experience managing, training, leading and motivating professional staff and volunteers.
Minimum Knowledge, Skills, and Abilities (KSA)	Skills to synthesize ideas from multiple stakeholders to conceptualize and develop original programmatic content for diverse and sophisticated audiences, in varied formats. Communication, presentation and public speaking skills to work with conference participants and to represent the Center and campus in public forums. Management and leadership skills to plan, budget, and negotiate to achieve programmatic goals. Knowledge of air quality research and policy, both nationally and internationally. Knowledge of the state of science and policy.

Preferred Qualifications**Preferred License/Certification**

Preferred Education/Experience	Experience working with graphic designers, writers, printers, and vendors in desktop publishing, graphic design and page layout.
Preferred Knowledge, Skills, and Abilities (KSA)	Knowledge of the professional goals of the Air Quality Research Center specific subject matter as necessary to develop conference programming content. Ability to assess AQRC programmatic needs to gather information on audience characteristics and requirements for planning of innovative conference programs.

Special Conditions of Employment**Smoke free work environment**

The Smoke and Tobacco Free Environment policy is intended to provide a healthier, safer, and more productive work and learning environment for the entire UC community. The University of California prohibits smoking and tobacco use at all University owned or leased properties, or facilities operated by UC staff or faculty. Smoking and tobacco use are strictly prohibited in indoor and outdoor spaces, parking lots, residential space, and University vehicles.
<https://ucdavispolicy.ellucid.com/documents/view/271>

Work Environment

Some evening and weekend work as well as some overnight, off-site work/travel.

Performs Work Outdoors More Than 50% No

Background Check for Critical Position

This is a critical position, as defined by UC policy and local procedures, and as such employment is contingent upon successful No

completion of background check(s), including but not limited to criminal record history background check(s)

Cash-Handling Position

The duties or functions of this position include the handling of cash (or cash equivalents) No

Mandated Reporter under the Child Abuse and Neglect Reporting Act and UC Policy

This position is designated as a mandated reporter under CANRA and UC policy and employment is contingent on complying with applicable policies, procedures and training requirements No

Principles of Community

Principles of Community

UC Davis is a diverse community comprised of individuals having many perspectives and identities. We come from a multitude of backgrounds and experiences, with distinct needs and goals. We recognize that to create an inclusive and intellectually vibrant community, we must understand and value both our individual differences and our common ground. The UC Davis Principles of Community is an aspirational statement that embodies this commitment, and reflects the ideals we seek to uphold.

<https://diversity.ucdavis.edu/principles-community>

ADA Checklist

Mental Demands

Additional Mental Demands

Physical Demands

Lifting Requirements

Visual Acuity Requirements

Noise Conditions

Physical Demands (Elements Exposed to)

List Any and All Additional Equipment Needed to Perform the Duties

Additional Physical Demands

Sit at a computer for extended periods of time. – Maneuver office materials weighing up to 25 lbs.

Please Select Any and All Equipment Needed to Perform the Duties

SIGNATURES

Employee | **Date**

I have read this position description and understands its contents. |

Supervisor | **Date**

This position description accurately describes the essential responsibilities assigned to this position |