



Position Title:

Director of Conferences

Position Summary:

All Rise seeks a director of conferences to oversee, plan, and execute all aspects of the organization's conferences, meetings, and other events ranging from small gatherings of 12 participants to an annual conference of over 7,500 attendees.

The director of conferences coordinates meeting venues, hotel accommodations, staffing, catering, transportation, and audiovisual equipment. Additionally, this position develops event budgets, negotiates contracts and pricing with various vendors, and oversees conference and event staff.

All Rise seeks to fill this position due to the incumbent's scheduled departure September 1, 2025. The successful candidate will work under the guidance of the current director of conferences until that time.

Job Duties:

- Lead the planning, organizing, and execution of logistics for various events, including room setup, food & beverage, A/V, signage, association and temporary staff scheduling assignments, and ADA accessibility. Ensure all necessary equipment, products, and services are secured.
- Lead the coordination of All Rise Conferences and other events, managing everything from hotel arrangements and A/V needs to offsite logistics and event contracting. Work with affiliated societies and other organizations to secure meeting space and sleeping rooms, as needed.
- Review all convention center, hotel, and vendor contracts related to conferences and meetings and manage contract negotiations. Track the budget for each vendor linked to the event to ensure accurate invoice reconciliation and correct coding.
- Serve as an onsite contact for meeting and conferences, managing real-time logistics and problem-solving to ensure smooth event execution.
- Develop and maintain strong relationships with top industry figures, including All Rise leaders, VIPs, staff, and vendors.
- Create and manage project timelines, maintain thorough documentation, and ensure that every aspect of event planning is executed effectively.
- Collaborate with the chief financial officer to develop and manage the annual conference and meetings budget.
- Collaborate with the All Rise communications division to manage and market content for the annual conference publications, mobile app, and All Rise website.



Skills & Qualifications:

- Bachelor's degree in hospitality management, event management, communications, business administration, or a comparable amount of relevant training or experience is required. A Certified Meeting Professional (CMP) or similar designation is preferred, or a willingness to pursue one.
- Minimum five to seven years of experience related to all aspects of conference, event, trade show, or meeting planning is required.
- Strong organizational and communication skills. Proficiency in Microsoft Office Suite is required.
- Detail-oriented with the ability to set priorities, manage multiple short-term and long-term projects, and effectively follow through on assignments while balancing competing demands.
- Able to work well with others, handle confidential information, and manage multiple tasks.
- Experience supervising direct reports in an event planning context is preferred.
- Ability to perform duties with little supervision.
- Ability to travel and work a flexible schedule, including days, evenings, nights, weekends and holidays is required.

Job Type: Full-time, remote

Salary and Benefits: The starting salary for this position is expected to be approximately \$125,000, commensurate with experience.

To apply: Please send a resume and cover letter to personnel@allrise.org on or before February 13, 2025.

Current Operating Status:

Employees of All Rise are currently teleworking full-time. Applicants must have the capability to perform all necessary work functions remotely except in limited circumstances when performing essential work functions requiring an onsite presence. At its discretion, All Rise may lift or revise the telework status at any time.

Drug & Alcohol Policy:

As a federal grantee, All Rise has a duty to comply with the requirements of the Drug-Free Workplace Act of 1988. Employees are prohibited from manufacturing, using, possessing, selling, purchasing, transferring, or being under the influence of alcoholic beverages, illegal drugs, controlled substances, or other intoxicants at any time on any All Rise worksite, while operating any All Rise vehicles, or conducting any All Rise-related activities. Employees must pass a pre-employment drug test as a condition of hire and must notify All Rise of any alcohol or other drug related arrest within five days. All Rise reserves the right to implement discretionary drug testing procedures for employees, either randomly or upon reasonable suspicion.



Why All Rise:

All Rise is a 501(c)3 organization seeking to improve the response of the American justice system to people with substance use and mental health disorders through treatment courts and other evidence-based programs. Through its members, training, and advocacy, All Rise helps shape America's conversation around justice system reform to one that includes all levels of justice involvement. Since 1994, All Rise and its divisions—Treatment Court Institute, Impaired Driving Solutions, Justice for Vets, and Center for Advancing Justice—have trained hundreds of thousands of professionals whose roles span every intercept point in the American justice system. All Rise's generous and robust employee benefits package offers comprehensive health coverage for employees, 401k employer contribution, paid vacation time, flexible schedules, and others.