

Conference & Events Manager

Michigan Association of School Boards (MASB)

Lansing, MI | Full-Time | \$65,000–\$78,000

Are you looking for your next opportunity to work with **fun, passionate people**? Do you want to join a small nonprofit with a big heart and an outstanding team?

The **Michigan Association of School Boards (MASB)** is hiring! Our team of 30+ professionals works daily with school districts and board members, both committed to strengthening the K-12 education system in our great state.

We are seeking our newest **Conference & Events Manager** to lead the planning and execution of statewide conferences, workshops, and professional learning events for Michigan school board members. This position oversees all aspects of event management, including our premier **Annual Leadership Conference**, which attracts more than 500 attendees each year.

Compensation and Benefits

We offer competitive compensation commensurate with experience and a complete, valuable benefits package:

- **Salary Range: \$65,000 - \$78,000**
- **Health Insurance:** Includes full family health, dental, and vision insurance.
- **Financial Protection:** Life and long-term disability insurance.
- **Retirement:** Employer contributions into a 401(k) plan.
- **Time Off:** Generous paid time off, including sick, vacation, holiday, and personal days.

Why Choose MASB?

- **Growth Environment:** This position is designed for a candidate with foundational event planning and management skills eager to grow within a collaborative environment. You bring your willingness to learn, and we will help you grow your skills!
- **Highly-Rated Work-Life Balance:** MASB consistently receives high marks from our staff for supporting a strong work-life balance among our team.
- **Flexible Hybrid Schedule:** Enjoy the best of both worlds with a hybrid work environment - spend half the week in our Lansing office for team collaboration and

half the week working from home. (Note: This role requires some travel within Michigan and occasional evening work.)

About the Role: Conference & Events Manager

This Conference & Events Manager coordinates MASB events with a focus on creating exceptional learning opportunities for Michigan school board members. This position is responsible for planning and managing all MASB in-person and virtual events, workshops and conferences.

This role is ideal for an event professional with several years of experience who is looking to **expand their skills, take on greater responsibility, and grow** within a collaborative, innovative, and mission-driven organization.

Essential Functions

- **Event Planning & Management:** Plan and manage in-person, virtual, and hybrid events from concept through completion. This includes leading event execution and ensuring an exceptional participant experience.
- **Logistics and Coordination:** Coordinate event logistics, registration, venues, vendors, contracts, and onsite operations. Manage event budgets, financial reconciliations, work plans, onsite operations, and vendor relations.
- **Collaboration:** Partner with internal teams on programming, marketing, and attendee communications. Work with other associations on joint events. Work with IT, marketing, and management to analyze event data and participant feedback to support continuous improvement.

Qualifications & Competencies

Required

- Bachelor's degree in Event Management, Hospitality, Business, Marketing, or a related field (or equivalent experience).
- **2+ years** of experience planning and managing conferences, meetings, or events.
- Experience managing budgets, vendors, contracts, and event logistics.
- Strong **project management**, organizational, communication, **and customer service** skills.

Preferred

- **5+ years** of conference or association event management experience.

- Experience **managing conferences** with 300+ attendees.
- Experience with **virtual** and **hybrid** events.
- Nonprofit, association, education, or public-sector experience.
- **CMP, CSEP**, or related certification.

Our Values

We, the MASB staff, are committed to a workplace that:

- Focuses on members' success;
- Builds trust, respect, and understanding;
- Values inclusion and diversity;
- Supports each other; and
- Embraces and drives purposeful change that promotes growth.

Apply

If you are an emerging or experienced event planner who enjoys being self-directed and would enjoy being part of a friendly, fun, and collaborative team, submit your resume and cover letter to **HR@MASB.ORG**. Applications will be reviewed as received until the position is filled.