

## Program Manager, B2B Conferences & Events

**Company:** 1105 Media

**Location:** Falls Church, VA 22042

**Status:** Full Time, Employee

**Job Category:** Project/Program Management

**Relevant Work Experience:** 2+ to 5 Years

**Career Level:** Experienced (Non-Manager)

**Education Level:** Bachelor's Degree

### Job Description

1105 Government Information Group, a division of 1105 Media, is looking for an experienced B2B conference/event professional to manage the group's vertical events. The 1105 Government Information Group conference series includes a year-long calendar of premier events for learning, networking and community-building across public and private sector communities. Formerly the E-Gov Institute, our conferences reflect the collective market and editorial expertise of the market-leading brands that comprise 1105 Government Information Group. These targeted, smart-sized events address the most relevant and pressing technology and management priorities and issues for government IT and its private sector partners.

Responsibilities include:

- Creating overall event strategy for the conferences
- Researching new topics for events working with editorial, conference team, advisory boards and associations
- Over all management of the event P&L's; tracking event expenses
- Creation and submission of monthly forecasts of both revenue and expenses for all events
- Work with the sales, marketing, and operations teams and coordinating efforts to ensure successful events
- Assist the conference team with the structure and content of the program and sit in on all advisory board meetings
- Work with associations to get them to co-locate their meetings at our events and create alliances with strategic groups; create agreements for revenue splits and defining responsibilities
- Work with the conference team on keynote recruitment if needed

Requirements:

- 3 to 5 of related experience, including experience managing conferences/events
- P and L management experience
- Experienced in working with large teams
- Understanding of and experience working in the government market is a plus
- Understanding of and experience working in the technology industry on events is a plus

We offer a competitive salary and a full benefits package, which includes medical/dental/vision insurance, life insurance, disability insurance, 401(k) plan, and a generous paid time off/holiday plan.

Please send a cover letter and resume to [jobs@1105media.com](mailto:jobs@1105media.com) or fax to 703-876-5089.

We are an equal opportunity employer.