

Here is the job description:

Minority, woman-owned Silver Spring MD based events management firm is seeking a results-driven **Project Manager** to join our team. The Project Manager will primarily manage programs for government contracts. This is a full-time position reporting to the Chief Operating Officer. Travel is required.

What You'll Do

- Provide government contract oversight on larger projects.
- Develop client-specific strategies, implement creative solutions, and manage meeting and event details to meet client objectives
- Digital event component sourcing and management – fully virtual and/or hybrid
- Manage client projects ranging in size from 10-10,000 attendees
- Manage all aspects of site selection including site research, visits, contract review/negotiation.
- Draft timelines, work plans and budgets; develop meeting minutes, evaluations and final reports
- Participate in client meetings and new business development (e.g., building budgets, conducting research, participating in presentations and proposal writing)
- Source suppliers and service providers for client events; manage supplier team
- Onsite management of client activities

What You've Done

- Minimum of 4 years' experience managing client programs in a leadership role required
- Bachelor's degree in hospitality, communications, or related field required
- Experience managing government meetings and events required
- Possess understanding of per diems and FAR clauses
- Proven ability to review and negotiate hotel contracts
- Exceptional written and verbal communications skills
- Proficient in Microsoft Office Suite; strong PowerPoint and Excel skills
- Working knowledge of online registration systems, social media, and other event planning technologies
- CMP and/or CGMP required
- NIH meeting planning experience is a definite plus.

What You're Like:

- Thrive on autonomy and excel in collaboration
- Exceptional customer service skills; client-first approach
- Exceptional written and verbal communications skills
- Passionate about your work; event industry
- Proactive, self-starter
- Authentic and accountable

Here is a pre-interview survey I often send all applicants. It helps me get a feel for

- Do they follow instructions?
- How do they handle the “messy” side of event chaos?
- How do they manage clients?
- How do they handle challenges?
- What brings them joy?
- Do they have solid written communication skills?

Below is a list of questions which help inform us about the type of work culture and projects that interest you. Kindly respond in red in number order. Label this document with YOURNAME_Interview Survey_JDC Events.

Thank you. Please send to kara@jdc-events.com

1. We often receive events that require full planning and implementation within one month, some with only one week. This requires agile and highly organized, fast-paced planning to execute meetings in such condensed planning time frames. Please explain how you will work within this environment to meet client expectations and deliver events with these demands.
2. JDC project team members are often required to juggle up to four or five events at once. These can be at various stages of planning but often overlap. How do you handle keeping all the plates rotating and in the air?
3. JDC serves corporate, association and government entities. Our events range from board meetings of 50 people to conferences and tradeshows of thousands. Our common sweet spot is 800-1,500 person conferences with tabletop exhibits. What interests you in the above the most and what is NOT interesting to you?
4. Explain your approach to handling clients. What are the steps you take to understand them, their projects and how you manage them? Provide as much detail as possible.
5. What is your favorite aspect of events and why?
6. What do you like the least about events and why?
7. We've all had those impossible moments at an event that we can never forget. Describe your impossible, even horrific moment and what you did to resolve the situation as best you could.
8. Describe how you handle 'prickly' clients and/or situations.
9. If only three adjectives could be used to describe you, what would they be?
10. How do you feel about travel? Love it. Hate it. Tolerate it, it's a part of the job.
11. What do you like best about this position? What attracted you to apply?
12. What challenges are you seeking?

We need someone who:

- Can follow instructions.
- Can rely on experience to inform choices.
- Can work independently AND with others.
- Can handle multiple projects at once. (Knows how to juggle)
- Is flexible in the moment but can revert to structured thinking with ease. (Knows how to pivot)
- Is eager to learn, grow, adapt.
- Likes working across a team environment.
- Understands chain of command is needed.