



Director of Conferences

Washington, DC

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About NMAC

NMAC leads with race to urgently fight for health equity and racial justice to end the HIV epidemic in America. NMAC represents over 3,000 community- and faith-based organizations nationwide. The agency advances its mission by providing minority and minority-serving faith- and community-based organizations various capacity-building assistance programs, online and classroom-based training, printed and electronic resources, grassroots organization, and political advocacy. These activities help these agencies deliver HIV/AIDS services more efficiently and effectively, ultimately helping to mitigate the impact of HIV/AIDS in underserved and marginalized communities.

Since AIDS symptoms were first described in June 1981 in the Morbidity and Mortality Weekly Report, AIDS has disproportionately affected minorities. A nurse named Joan Vileno of Montefiore, a health care facility in Bronx, New York, recounted in Jane Gross' New York Times article, "The State of AIDS, 25 Years After the First, Quiet Mentions; The Nurse," that the majority of her patients in the early 1980s were minority heterosexual IDUs (injecting drug users). Many delayed seeking medical care due to AIDS' close association with homosexuality. All her patients died, and many of them estranged from their families.

Leaders of prominent minority AIDS organizations nationwide—including Paul Kawata, Gil Gerald, Calu Lester, Don Edwards, Timm Offutt, Norm Nickens, Craig Harris, Carl Bean, Suki Ports, Marie St.-Cyr, and Sandra McDonald—started the National Minority AIDS Council (NMAC) in response to the American Public Health Association (APHA) decision to not invite anyone of color to participate on the panel of its first-ever AIDS workshop, at its 1986 association meeting. Harris, an African American gay man living with AIDS, announced the formation of NMAC during that panel discussion after he rushed the stage, shouting "I WILL BE HEARD," and took the microphone away from Dr. Merv Silverman, then the San Francisco Health Commissioner.

NMAC then set about building awareness of the impact of HIV in communities of color. It met with U.S. Surgeon General C. Everett Koop while he was writing his historical report about AIDS. Initially scheduled for just 15 minutes, Koop, who had not known about the disproportionate impact of HIV/AIDS among minorities, sat riveted by NMAC's representatives for nearly two and a half hours. The report would become the only publication, besides tax and census forms, to be mailed to every person in the United States.

The agency incorporated in 1987 and later launched the groundbreaking social marketing campaign, "Live Long Sugar," with Patti LaBelle, which alerted people of color living with HIV/AIDS about the dangers of the common HIV co-infection, *Pneumocystis carinii* pneumonia (PNP). In 1989, NMAC partnered with the Centers for Disease Control and Prevention (CDC) to help build the capacity of small faith- and community-based organizations (F/CBOs) delivering HIV/ AIDS services in communities of color. This changed the agency's mission from raising awareness of the impact of HIV/AIDS among minorities to building leadership within communities to address the challenges of HIV/AIDS.

Three decades after Vileno's writings, HIV still disproportionately impacts communities of color. But NMAC continues to fight on minority communities' behalf with a community-based

response of public policy education programs, conferences, treatment and research programs initiatives, training, and electronic and printed resource materials.

Position Summary

[NMAC](#) (formerly known as the National Minority AIDS Council) is seeking a highly skilled and experienced Director of Conferences to lead the planning, management, and execution of their national conferences. Responsible for providing event support across all NMAC divisions as needed, this role will primarily be focused on the production of NMAC's two premier events: the [United States Conference on HIV/AIDS \(USCHA\)](#) and the [Biomedical HIV Prevention Summit](#), which serve as both catalysts for action and sanctuaries for authenticity to those on the ground tirelessly working in the community.

Reporting directly to the Deputy Director of Operations, the Director of Conferences will lead NMAC's Conferences Division, ensuring all conference planning and logistics are carried out by staff. The ideal candidate will embody a blend of expertise in conference planning, execution, and management, coupled with an innovative mindset that will elevate these pivotal events and amplify their legacy as invaluable experiences for the community.

NMAC's new Director of Conferences will reside at the epicenter of multiple committees and will collaborate with numerous stakeholders. Consequently, NMAC seeks a seasoned meetings and conferences professional who is experienced and confident in working with diverse groups of people, while possessing a genuine connection to NMAC's mission and the movement.

Essential Job Functions

- » Produce the United States Conference on HIV/AIDS (USCHA) and Biomedical HIV Prevention Summit, ensuring all logistical arrangements are carried out by conference staff, including but not limited to:
 - Pre- and onsite conference registration
 - Abstract management and selection
 - Scholarship management and selection
 - Developing hotel meeting specifications and meal selection
 - Negotiating vendor contracts, including audio-visual suppliers, conference venues, etc.
 - Working with faculty and managing the continuing education process for conference attendees

- Any and all other logistical requirements as needed
- » Research potential conference sites, develop Requests for Proposals, review proposals, conduct site visits, and negotiate the best contract terms for NMAC
- » Produce informative and entertaining conference plenary sessions in conjunction with subject matter experts, conference committees, and production consultants
- » Convene multiple planning committees to develop conference programs, get local input and feedback, and ensure that the conference program is relevant and culturally appropriate
- » Develop and manage conference budgets. Prepare post-conference reports and direct the Registrar to prepare weekly registration and revenue tracking documents. Ensure spending is within approved budgets
- » Research conference grant and sponsorship opportunities; collaborate with the Development Director and other partners to create and submit proposals
- » In partnership with the Development Director, devise strategies that maximize unrestricted conference revenue; support solicitation meetings and relationship-building meetings between NMAC's corporate partners, the Development Director, and the Executive Director, through planning, strategizing, and participation, as required
- » Develop all conference materials and digital assets including websites, conference apps, advertisements, and program books
- » Determine the best conference management systems to facilitate registration, scholarship applications, and Abstract management
- » Supervise the Conference staff of three (reporting relationships outlined in the following pages)
- » Convene and attend management meetings, weekly department meetings, and conference planning meetings (as required)

Qualifications

- » Ten or more years of experience in meeting planning logistics, including logistical coordination of professional and academic conferences of at least 2,000 attendees
- » Experience producing plenary sessions with extensive audio-visual equipment and staging specifications
- » Experience supervising staff, vendors, and volunteers
- » Strong conflict management skills
- » Professional agility and flexibility
- » Strong written and verbal communication skills

- » Ability to be a team player and work/lead across divisions
- » Ability and willingness to travel as required
- » Intuitive and proactive; must be able to work with a high degree of independence and integrity, with minimal supervision
- » Poised, with a well-developed sense of composure, particularly in high-pressure, high-stress situations
- » Engage and collaborate with NMAC stakeholders—internal and external— and staff across all departments and levels, ensuring effective collaboration in the provision of meeting services and support
- » Responsible for the timely and efficient achievement of the NMAC Conferences Program goals
- » Responsible for completing assigned tasks and projects to meet defined timeline and budget objectives

While direct knowledge and experience in an HIV/AIDS and/or LGBT+ mission area are not required, the ideal candidate will be passionate about mobilizing people and resources to educate, inspire, and connect people to end the epidemic.

Leadership + Key Colleagues

(Please do not contact the organization or its leaders directly)

Paul Kawata **Executive Director**

Since 1989, Paul Akio Kawata has served as executive director of the National Minority AIDS Council (NMAC), the premier organization dedicated to leading with race to urgently fight for health equity and racial justice to end the HIV epidemic in America.

Under Kawata's direction, NMAC implemented the first HIV treatment education programs in the United States targeted toward minorities. Kawata provides strategic direction for the organization's administrative, fiscal, and fundraising infrastructure and oversees its training, technical assistance, education, and national advocacy programs and initiatives. In addition, he conceived and developed the organization's high-profile meetings, including the United States Conference on AIDS (USCA), currently the largest annual AIDS-related gathering in the country.

Kim Ferrell
Deputy Director of Operations (retiring January 2024)

Kim Ferrell has been with NMAC since 2005, starting as Paul's Executive Assistant advancing through several positions to her current role that supports and achieves the organization's mission and vision.

Kim leads organizational effectiveness by managing operational functions, including finance, accounting, contracts, and human resources; she serves as payroll administrator for the organization and oversees IT, supervising staff and contractors in these areas. She also oversees the Development Department and provides oversight of their business goals, alignment of goals to support NMAC's mission, and performance toward goals.

Tara Barnes-Darby
Incoming Deputy Director of Operations

Tara Barnes is currently the Director of Conferences at NMAC. Having started in January 1998, she's pleased to have celebrated 25 years of working with the organization. She has been given multiple opportunities to advance at NMAC; she started as a Conference Coordinator and received promotions to Manager, Assistant Director, and then Director.

Over the years, she has worked on a variety of meetings and conferences both domestically and internationally. In addition to the regular logistics involved with planning meetings, she has collaborated with hundreds of people over the course of her tenure at NMAC via various planning and high-level Executive Committees to produce conference content. She is proud to produce the United States Conference on HIV/AIDS (USCHA), which has remained one of the largest domestic HIV/AIDS community conferences since its inception in 1997.

Tara will succeed Kim Ferrell and assume the executive role of Deputy Director of Operations in early 2024.

Reporting Relationships

The Director of Conferences reports directly to the Deputy Director of Operations and has supervisory responsibilities for the following:

- » Assistant Director
- » Senior Registrar
- » Conferences Coordinator

Compensation + Benefits

The salary for this position is \$140,000-\$165,000

NMAC offers an extensive benefits package to eligible employees designed to meet the needs of our dedicated and diverse community. Benefits include:

- » Medical, Dental, Vision
- » Life, Accidental Death + Dismemberment Insurance
- » Long- and Short-term disability
- » 401 K Retirement Plan
- » Annual vacation leave based on years of service
 - 80 hours per year (0-2 years of service)
 - 120 hours per year (2-4 years)
 - 160 hours per year (4-6 years)
 - 200 hours per year (6-7 years)
- » Sick leave – Regular full-time employees accrue six (6) hours of paid sick leave per month (2.77 hours per pay period)
- » Twelve (12) paid holidays are observed each year
- » Winter office closure between December 24-January 1 each year
- » Paid sabbatical – employees with five (5) consecutive years of NMAC employment are eligible for five (5) weeks of paid leave once every five (5) years
- » Paid time for Jury Duty, Bereavement, Military, and DC/FMLA leave

As a reflection of our firm's commitment to equity and equal pay for all, Cooper Coleman requires that salary ranges or salary starting points be published for every search we conduct. The practice of not posting salaries perpetuates the gender and racial wage gap and discriminates against women, people of color, and other historically excluded populations by causing individuals to negotiate from a disadvantaged starting point.

Location

This hybrid position requires remote and occasional in-person work at NMAC's Washington, DC headquarters. The successful candidate must reside in or relocate to the Delaware-Maryland-Virginia region.

EEO + Diversity, Equity, and Inclusion

National Minority AIDS Council (NMAC) is committed to further building and maintaining a staff that reflects the full range of LGBTQ+, HIV-affected, and allied communities and is an equal opportunity employer. People of color, transgender, non-binary and gender-diverse people, women, people with abilities in multiple languages, immigrants, people living with HIV, and people living with (or perceived as having) other physical or mental disabilities are encouraged to apply.

Background Checks

Before sending your resume for this position, please read it over for accuracy. Cooper Coleman verifies its candidates' employment and academic credentials at the time of offer, and our clients frequently conduct background checks before finalizing an offer.

Submission Instructions *(read carefully)*

[Cooper Coleman](#) is leading this search on behalf of NMAC. To apply, please [visit this link](#) (www.coopercoleman.com/current-searches). Inquiries and nominations of qualified candidates can be sent to:

Jennifer Snyder Brown
jennifer@coopercoleman.com

Kindly use the position title as the subject line of your email. All inquiries will be held in confidence.

A cover letter is not required with your initial application but is welcomed to help us understand your fitness for this role during our initial evaluation. Candidates invited for interviews will be asked to provide a thoughtful letter of interest indicating their specific qualifications for the opportunity, desire to join NMAC, and connection to its mission.

Cooper Coleman LLC is committed to providing equal employment opportunities to all qualified candidates and will refer candidates without regard to race, color, religion, national origin, sex, sexual orientation or identity, age, ability, veteran status, or any other legally protected basis.

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About Cooper Coleman

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