

Event Manager, OWASP Foundation - **DRAFT COPY**

Title: Director of Conferences and Events

Classification and time Full time, salaried

Location and travel: Remote, travel 4-6 times per year as required for in-person staff meetings and on-site event support. This position will require travel to the OWASP Global AppSec Conferences: AppSec USA, AppSec EU, AppSec AsiaPac, AppSec Latam and others as deemed necessary.

Responsible to: Executive Director

Responsibilities: The Director of Conferences and Events is responsible for oversight of the organization's policies, objectives, and initiatives as they relate to OWASP conferences and events. Leads the staff and community volunteers in the planning, execution, of OWASP events with a focus on financial sustainability and program development and success which includes the promotion of the OWASP mission.

Roles and Responsibilities:

- **Global, Regional, and Local Event Coordination** - works with OWASP staff and volunteers to successfully execute the Foundation's annual Global AppSec conferences as well as managing, supporting local events through the community and chapters.
- **Event Planning** - activities include:
 - Assisting local event teams in understanding the details of hosting an OWASP event;
 - Working with volunteers and vendors to understand precise event requirements;
 - Researching, negotiating, and securing event venues and other service providers;
 - Ensuring insurance, legal, health, and safety obligations are adhered to;
 - Coordinating venue management, catering, equipment and other on-site needs;
 - Working with volunteers to identify and secure conference content (speakers, trainers, workshops, contests, etc);
 - Planning room layouts, event schedules, and program details;
 - Identifying and communicating staffing requirements;
 - Coordinating event registration and handling questions from attendees, sponsors, speakers, trainer and volunteers about the event;
 - Manage event branding, website and marketing

- Manage event public relations
- Registration management
- Working with event volunteers, OWASP staff, and any contractors to create and execute a promotion plan communication schedule for the event;
- Liaising with volunteers and designers to create a brand identity and website for the event and the production of marketing materials;
- Overseeing the setup and dismantling of the event, troubleshooting on the day of the event to ensure that all runs smoothly;
- Coordinating event wrap up including - payment of invoices, post-event evaluations, and data analysis and reports on event outcome.
- Conference and event development to improve experiences and grow attendance
- Financial oversight and budgeting experience to ensure a financially successful outcome
- **Policy and Task Management** - Manage event policies and set standards for event planners. Creates and maintains task lists and timeline templates for volunteers. Propose new ideas to improve the event planning and implementation process.
- **Finance** - oversees event budgets, works with the OWASP Membership and Business Liaison to manage event sponsorship opportunities, works with OWASP accounting staff to ensure all necessary financial paperwork is completed and trainers are paid, provides input into the annual Foundation budget regarding projected event profit and loss, and works with local event planning teams to implement international finance solutions.
- **Volunteer Coordination** – motivates, guides, and supports local volunteer teams in the planning, execution and wrap-up of OWASP events around the world.
- **Communication and Reporting** - Serves as a liaison between local volunteer teams and the OWASP staff regarding event finances, task management, and logistical issues. Provides periodic progress reports to staff directors for each global AppSec event and other significant local or regional events. Manages community use of the OWASP Conference Management System (OCMS).

Qualifications:

- Minimum 5 years' experience in event and conference management.
- Experience in hosting and managing international events.
- Strong communication skills.
- Fluent in English Language with strong communication skills.
- Excellent organizational skills and attention to detail.

- Ability to multitask and manage multiple priorities and commitments concurrently.
- Exceptional time-management skills and the ability to work under pressure.
- Commitment to the organization's goals and values.

Desired skills, experience, background:

- Strong computer and internet skills including experience working with: Google docs, Salesforce, Cvent, RegOnline, (or other event registration systems), MediaWiki markup, Microsoft Word, Excel, PowerPoint.
- Experience working in a non-profit environment with volunteer driven activities.
- Familiarity with conference planning, event management, or hospitality industry.
- Verbal and written skills in a non-English language a plus.

Salary Full time, starting salary of \$60,000/year.