



## Job Title: Director of Meetings and Events

The Higher Learning Commission (HLC), a non-profit higher education association, seeks a highly motivated, organized individual with virtual, hybrid, and in-person event planning experience to lead the Meetings and Events department.

The Director of Meetings and Events oversees planning and hosting of HLC's programs and services including the Academies, the Annual Conference, workshops, webinars, member training, and resources related to best practices. The Director focuses on standards, procedures, and logistical operations for HLC's meetings and events.

### Qualifications and Competencies

- Bachelor's degree and CMP certification required
- Seven or more years of experience planning in-person, virtual, and hybrid meetings and events required
- Experience supervising direct reports in a meetings and event planning context preferred
- In-depth knowledge of industry practices, with a demonstrated commitment to learning and adapting practice to meet today's needs and challenges
- Demonstrated ability to manage projects from idea formation through implementation working with internal and external contributors
- Highly motivated, results-driven, and able to prioritize team efforts to use resources efficiently and meet deadlines
- Superb customer service and problem-solving skills
- Developed oral, written, interpersonal, and organizational skills
- Experience with registration, project management, and content management software preferred
- Excellent math skills, including experience with accounting protocols and procedures preferred
- Excellent interpersonal and consensus-building skills required to work collaboratively and to lead a diverse group of stakeholders through decision-making
- Ability to work effectively in a team-oriented, hybrid work environment
- Technical aptitude, particularly as it relates to meeting planning and hosting technologies
- Willingness to travel for events, including overnight trips (25%)

### To Apply

Submit cover letter and resume to [MeetingsPosition@hlcommission.org](mailto:MeetingsPosition@hlcommission.org). Electronic submissions in a single PDF file are preferred. Please indicate the name of the position you're applying for in the email subject line followed by last name (e.g., Director of Meetings & Events – Lopez). Review of the applications will commence July 20, 2022. Please do not call or email to inquire about the position. More information is available in the [Position Description](#).

The Higher Learning Commission (HLC) is the largest accrediting agency in the United States, serving approximately 1,000 member colleges and universities. HLC has approximately 60 employees. HLC

offers a rich benefits package: The HLC office is closed the week of Dec. 24–Jan. 1, employer contribution of 10% of base salary to a retirement plan, and 20 vacation days.

HLC also offers a hybrid work environment. HLC requires all staff to be fully vaccinated for COVID-19 to work at the HLC office or attend HLC events in-person.

HLC is an equal opportunity employer. If you may require reasonable accommodations in completing this application, interviewing, completing any pre-employment testing or otherwise participating in the employee selection process, please direct your inquiries to [hr@hlcommission.org](mailto:hr@hlcommission.org).