



Director, Conferences and Events

Full-Time / Exempt

Salary: \$70,000 - \$85,000

Location: Remote

Travel Expectation: Moderate

Report to: Director of Patient Advocacy and Partnerships

The Kidney Cancer Association is seeking a Director of Conferences and Events to fill a newly created role. The KCA's annual International Kidney Cancer Symposiums (IKCS) held in the U.S. in the fall and Europe in the spring are an opportunity for physicians, researchers, academics, and industry professionals from across the globe to join and exchange ideas that will direct the future of kidney cancer research and treatment in the ultimate pursuit of a cure. The Director of Conferences and Events will oversee the operations and provide logistical support of IKCS: North America, IKCS: Europe and the annual Virtual Patient Symposium. This position will be responsible for event and conference growth in addition to the conferences outlined below.

Responsibilities

IKCS: North America and IKCS: Europe

- Main contact for event management and accreditation vendors to oversee all aspects of event execution
- Attend meetings with symposium vendors and provide updates
- Manage the Scientific Planning Committees for IKCS North America and IKCS Europe
- Schedule, attend and run planning meetings to capture agenda updates
- Work with event management, accreditation partners and Medical Steering Committee to finalize symposium agendas
- Send faculty invites
- Oversee poster abstract process
- Work closely with event management vendor and Director of Patient Advocacy and Partnerships to create and track expenses and sponsorship revenue
- Main KCA contact onsite
- Update KCAmeetings.org regularly with event content and event videos
- Create after-event reports for internal and external use
- Attend site visits for future symposium planning

Virtual Patient Symposium

- Manage all aspects of event execution including but not limited to the creation of planning committee, development of agenda and faculty selection, faculty invites, program promotion, sponsorship benefit tracking, and event evaluation

- Manage virtual event vendor
- Assist Director of Patient Advocacy and Partnerships with funding proposals for sponsorships
- Upload recordings to the KCA website and work with the Director of Communications to create a dissemination plan

Various Events

- Develop the KCA's conference in a box program with the Director of Patient Advocacy and Partnerships for in-person and virtual patient and caregiver events
- Manage the KCA's onsite and virtual presence at conferences such as ASCO, AUA, ESMO and others including execution of the KCA's exhibit booth and staffing arrangements

Education and Experience Required

- Bachelor's degree
- 4+ years of experience leading conferences and events
- Strong organizational skills (planning, prioritizing)
- Strong communication skills (oral, written and active listening)
- Experience working with clients and third-party vendors
- Moderate travel to IKCS: North America, IKCS: Europe, site visits and additional conferences throughout the year (post-COVID)

About The Kidney Cancer Association

The Kidney Cancer Association is a global community dedicated to serving and empowering patients and caregivers, and leading change through advocacy, research, and education to be the universal leader in finding the cure for kidney cancer. Founded in 1990 by Eugene P. Schonfeld and a small group of patients and doctors in Chicago, Illinois, the KCA has grown into an international non-profit organization based in Houston, Texas. The KCA promotes scientific advances through two annual research symposia and a robust grant program, participates in legislative advocacy, and seeks to be a source of education and resources for patients, caregivers, and anyone impacted by kidney cancer.

Interested candidates should e-mail resume to careers@kidneycancer.org.