

**HAWAII DENTAL ASSOCIATION
EVENTS & PROJECTS MANAGER**

Job Posting

Location: Hybrid, based in Honolulu, HI
Classification: Exempt (1.0 FTE). \$52,000. Competitive benefits.
Reports to: Executive Director

THE HAWAII DENTAL ASSOCIATION (HDA) is a statewide professional association of dentists licensed and practicing in Hawaii, dedicated to serving the profession of dentistry and the public of the State of Hawaii.

The HDA is the Hawaii state organization of the American Dental Association and is made up of four county local dental societies: the Hawaii County Dental Society, the Honolulu County Dental Society, the Kauai County Dental Society, and the Maui County Dental Society. Nearly 90% of Hawaii licensed dentists are members of the HDA.

POSITION SUMMARY

The Events & Projects Manager (EPM) will lead all planning aspects of HDA events and projects, in alignment with the HDA Strategic Plan. This position will proactively work with HDA leadership, local county dental societies, and various workgroups as appropriate, and with the ADA and HDA staff.

In addition to the responsibilities listed below, the EPM will support and model the HDA philosophy and other organizational competencies such as, but not limited to, quality management, fiscal responsibility, compliance, and safety.

JOB RESPONSIBILITIES

Using discretion and independent judgment, and in working with the Executive Director and HDA staff, leadership, workgroups, and volunteers, the EPM will conduct the following work:

1. Events/Projects – Manage and be responsible for events and their related tasks for the HDA, its counties (as requested), and its workgroups throughout the year. Events include but are not limited to leadership and business meetings, membership meetings and social events, and legislative and community efforts.

- Serves as the onsite staff lead, and as point of contact for attendees, speakers, sponsors, vendors, and with the venues.
- Coordinates all meeting logistics including, but not limited to audiovisual, food and beverage, registration, and signage.
- Researches venues; solicits, reviews, and compares bids and contracts for recommendations to workgroups as appropriate. Negotiates venue and vendor agreements, as directed.

- Ensures all agreements are current, signed, and maintained with venues, speakers, sponsors, and service providers.
- Handles all registration tasks, with attendees and registration vendor(s).
- Works with all speakers, making all necessary arrangements for their presentation materials, audio-visual, room setup, and similar.
- If applicable, coordinates sponsorship opportunities and offerings.
- Works with vendors and venues to set up and maintain necessary support systems.
- Supports all meeting-related volunteers.
- Develops meeting and marketing materials, such as but not limited to, promotional flyers and onsite materials.
- Staffs workgroup meetings. Assists the relevant workgroup in establishing, monitoring, and tracking their meeting budgets to meet or exceed goals.
- Receives and reviews all invoices for accuracy and submits for payment.
- Maintains financial records of meetings and ensures accurate financial reporting.
- Monitors, completes, and closes out on follow-up tasks and with workgroups and vendors. Reports updates to respective workgroups.
- Manages administrative procedures and event progress and success.
- Ensures event compliance with applicable regulations.

2. Operations and Administration – as with all staff:

- Attends and participates in all high priority HDA events.
- Responds to inquiries from members, the public, the ADA, and vendors, researching information, as appropriate.
- Effectively juggles multiple routine tasks for a variety of programs and projects.
- Assists with priority tasks, such as the annual audit and financial reviews, and annual Member Directory and quarterly Journals.
- Manages general office operations, including inventory of office and project supplies.
- Helps maintain current member information in databases and online.
- Delegates tasks as needed, and supports volunteers and others, as appropriate.
- Performs other duties as assigned.

QUALIFICATIONS

1. *Required* – A Bachelor’s degree from an accredited college or university with an emphasis in a related field such as project or nonprofit management, event planning, business administration, or similar.
2. *Required* – Minimum of 2-4 years’ relevant experience. Experience with professional associations preferred.
3. *Required* – proficiency in MS Office programs and Salesforce/Fonteva platforms.
4. Possesses excellent verbal and written communication, analytical, and organizational skills.
5. Communicates and works with, supports, and motivates a broad spectrum of people including HDA leadership and staff, workgroups, HDA members, community partners, vendors, patients, and volunteers.

6. Able to multi-task, organize and establish priorities, and to follow-up on all details, meet deadlines, and troubleshoot.
7. Must be both a team player and independent worker.
8. Demonstrates initiative, motivation, professional attitude, open communication, punctuality, curiosity, and eagerness to learn. Able to accept constructive criticism.
9. Have access to an automobile and a valid driver's license, and be available for flexible work hours (some evenings and weekends).
10. Able to lift 25 lbs.

Opportunity to work from home but must be based on Oahu, with some in-office work.

To Apply:

Email cover letter and resume to hda@hawaiidentalassociation.net. No phone calls, please.
Open until filled.