



**CONFERENCE CONTENT MANAGER
MEETINGS & CONFERENCES - NJ
EOE M/F/D/V**

Full-time Exempt

14 November 2008

**Job Code: E2480-210190
Salary Band: EE06**

Responsibilities: The Conference Content Manager is responsible for, but not limited to; expanding the conference content acquired and presented by IEEE beyond traditional papers and proceedings, increasing financial success by developing new product concepts based on new content; as well as ensuring that the needs of the conference content organization are represented in the design and development of new functionality in key business systems (i.e. Xplore, BMS, PDF eXpress). The successful candidate will further be responsible for ensuring efficient operation of the conference content team by monitoring performance and developing process and systems improvements, managing projects and assuring completion of any assigned special projects, along with strengthening working relationships throughout the IEEE staff organizations to ensure effective project execution. In addition to traditional external customers, the Conference Content Manager will also maintain a strong understanding of the conference organizer and author customer segments to ensure that those key customer needs are reflected in the strategic initiatives of the team.

Requirements: Minimum of 5 years experience in product management and marketing. Minimum of an undergraduate in a technical or computer science related area required. Advanced degree in Business Administration is a plus. Related work experience will be considered. Experience-based knowledge and skills. Experience in product management concepts that include general business skills relating to the creation, development, and introduction of products. This includes fostering customer needs development and coordinating this development as well as understanding basic marketing concepts of pricing and product positioning. Knowledge of business process analysis and design which includes the ability to decompose a set of activities into discrete activity steps and then design modifications to make the process more streamlined and effective. Experience in financial analysis market assessments. Ability to learn, understand and apply business application models (such as IEEE Xplore and BMS) to support system analysis and improvement. This person needs to understand the current way IEEE goes to market with conference information since the customer is forcing IEEE to look at new products/services along with new ways to sell these products. S/he will need to look at alternative ways to go to market with the conference proceedings as well as use this information to define additional customer segments such as conference organizers and authors.

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