



Title: Events Coordinator

Reports to: Marketing and Communications Director

Please send cover letter and resume to: Kelsey O'Connor; koconnor@iowaabi.org

Organization Overview

The Iowa Association of Business and Industry (ABI) has served as the state's unified voice for business since 1903. A statewide business trade association, ABI's mission is to nurture a favorable business, economic, governmental and social climate within the state of Iowa so our citizens can have the opportunity to enjoy the highest possible quality of life. In addition to ABI's mission and organizational structure as a 501(c)(6), ABI also has a 501(c)(3) Foundation. For more than 40 years, the ABI Foundation has worked to improve the lives of Iowans by developing and delivering programs for high school students, college students, and adult professionals. These programs are designed to enhance individual responsibility, develop an educated workforce, and foster active leadership on local and statewide levels.

Position Overview

The Events Coordinator plays a vital role in the planning and execution of ABI's events and programs. This role requires a detailed, customer-first professional with strong organizational skills, adaptability, proactive problem-solving, and the ability to collaborate effectively with ABI staff, members, and external vendors to ensure a seamless attendee experience. The ideal candidate will have a passion for event management, excellent oral and written communication skills and the flexibility to thrive in a fast-paced, dynamic environment.

This is an excellent opportunity for an early-career professional who is detail-oriented and motivated to contribute to events and programs that advance ABI's mission.

Key Responsibilities

Event Planning & Coordination

- Lead the planning and execution of ABI events and programs, including the Annual Conference and other signature events.
- Build and manage event registration sites.
- Identify and coordinate with venues and vendors (food and beverage, audiovisual, space, etc.).
- Partner with the communications team to develop and deliver event-related messaging and promotions.
- Coordinate logistics with event speakers and special guests—including both nationally recognized keynote speakers and workshop presenters.
- Work closely with the sponsorship team to ensure event sponsors are recognized, benefits are fulfilled, and sponsor expectations are exceeded.

Onsite Event Management & Support

- Manage onsite registration processes, including attendee check-in.
- Welcome attendees and sponsors, provide direction, and respond to questions during events.
- Set up and manage signage, banners, AV equipment, and other event materials.
- Serve as point of contact for audiovisual, hotel and venue team members
- Support event sponsors and speakers both prior to and during events.
- Assist with event setup and teardown, ensuring ABI materials are maintained and venues are left in excellent condition.
- Support sponsor visibility and recognition onsite.



Post-Event & Data Management

- Support post-event evaluations, surveys, and reporting.
- Maintain accurate records for member engagement and event participation.
- Track event data and identify areas for improvement in future events.
- Assist with thank-you communications and follow-up to speakers, sponsors, and attendees.
- Creativity to suggest new ideas and change processes and events based on member and sponsor feedback.

Qualifications/Experience

- 3-5 years of experience in event coordination or management preferred
- Demonstrated ability to create positive experiences with a proactive, customer-first mindset.
- Strong organizational skills and meticulous attention to detail, with the ability to manage multiple projects simultaneously.
- Ability to work independently while collaborating effectively within a small team.
- Self-starter with enthusiasm for improving and evolving event and program experiences.
- Flexibility to adapt to changing priorities and anticipate needs.
- Strong problem-solving skills, with the ability to troubleshoot effectively during events.
- Effective verbal and written communication skills.
- Proficiency in Microsoft Office

Work Schedule and Location

This position is an in-office role located in Des Moines, Iowa. Regular work hours: Mon-Fri, 8:00 AM to 5:00 PM. Requires availability to work some early mornings and evenings during event periods. Occasional overnights and statewide travel required for onsite event support.

Salary and Benefits

ABI offers a comprehensive benefits package for all full-time employees that includes health, dental, vision, disability, 401k and FSA. Salary is commensurate with experience.