

Conference Partners International

Conference Partners International, an award-winning company, is an international leader in the global event and conference industry. We have over 23 years of experience managing international and national conferences; operating globally, we have offices in Ireland and the UK. Our remit is to take over the administrative headache of organising an event or conference and deliver an incredible experience for our clients and their delegates.

Our Core Values:

People: We are a team of experienced and passionate people who care

Innovation: Our creative genius sets us and you apart

Partnership: Relationships and trust are important to us

Our Brand Promises:

A comfortable environment of financial and reputational security

Global credibility & visibility

An intimate & inspiring environment for learning

We believe that our people are central to our success. We place great importance on teamwork and forging lasting relationships as a company. As a result of proactively securing a large amount of business for Ireland in the coming years, we are expanding and grow

ing our company, and the following position is available.

The successful candidate will join a highly creative, passionate, and results-driven team. Strong interpersonal skills and exceptional networking skills are essential to developing relationships with industry partners, existing academics, ambassadors and prospective clients.

Bid/Proposals Manager

The Bid/Proposals Manager will play a vital role in securing international and national conference business for CPI. More specifically, they will:

- Maintain a deep understanding of our clients, market segment, competition, not-for-profit environment and emerging trends within the industry, sharing industry knowledge and insights with the broader team
- Create and maintain strong relationships with clients and provide them with tailor-made creative programmes
- Analyse industry trends to identify business opportunities that generate revenue resources and profitability
- Generate and close leads from the national and international agencies and clients, independently and in support of the Senior Management Team
- Develop and maintain productive and collaborative relationships with venues, suppliers, destinations and convention bureaus
- Liaise with suppliers – hotels, venues, transport, restaurants and activities etc. – to develop our unique and exciting programs and associated budgets

- Compile detailed and accurate budgets to accompany proposals by seeking all costs based on the conference brief
- Create Bid/Proposal visual identities and content in conjunction with the Marketing, Communications and Creative Teams to create compelling and creative proposals and responses
- Co-ordinate and deliver client site inspections
- Maintain an active pipeline, exploring both new and existing market opportunities
- Bid/Proposal planning and management, including timeline creation and management
- Preparing and negotiating contracts
- Report on the status and value of all opportunities through the CRM system
- Working closely with the Operations Team during the handover period and throughout the client's journey with CPI to secure repeat conferences and long-term client relationships
- Create post-conference case studies to feed into our marketing content
- Lead and participate in organisation-wide change management initiatives which have implications for performance in the operations/sales function
- Participating in networking events, trade shows and forums

We look for candidates who are:

- Ambitious; competitive, self-driven, self-motivated, goal-oriented, and confident
- Passionate; passionate about the work you do, and that excites and inspires others
- Poised; able to thrive under pressure and deadlines and can manage multiple projects simultaneously
- Confident and Self-Assured; Isn't daunted by the task of leading large projects and taking responsibility for their success
- Intuitive; you know how to access the key players and create the trust relationship to generate new leads across multiple sectors
- Curious: You strive to know the client and the industry – The 'What, Why and How' of their strategy and tactics
- Ingenuity: Finding creative ways to solve problems and create opportunities
- Fearless: Acting with confidence and without fear of failure
- Quality: Taking pride in the craft and the robustness of our output
- Collaborative: Finding a rhythm in working with other people makes 'we' a lot stronger than 'me'

Skills Required

Highly organised, mature person with a minimum of 5 years experience in a similar role. Excellent communication and planning skills, experience in marketing and promoting events, good financial skills, excellent presentation skills and a professional appearance are required. The candidate must be hard-working, committed, a team player, ability to work on their own initiative.

- Experience in pitching to the C-Suite and senior-level leadership
- Ability to quickly build and grow effective relationships with internal and external stakeholders
- Resilient, enthusiastic team player with a willingness to learn
- Imaginative problem solver
- Exceptional creative writing skills & budgeting ability
- Attention to detail is paramount
- Self-motivated and able to work effectively both independently and as part of a team
- Awareness of international cultures and their differences/expectations
- Track record of overachieving goals and targets
- Ability to work to multiple deadlines

10 Reasons to Work for CPI

👉 Our people are our brand; work for a company with a culture of developing talent and recognising employee worth.

- 👉 World-class learning and training opportunities available and a mentor programme to ensure your personal developments needs are met.
- 👉 Several departments within the one company offer multiple opportunities for career growth.
- 👉 A diverse and inclusive workplace with employees from all over the world and from various professional backgrounds.
- 👉 Global opportunities with employees encouraged to work across borders and explore new destinations.
- 👉 Network and build relations with the most influential in the industry at national and international events.
- 👉 Early finish on the last Friday of the month
- 👉 Our Birthday present to you is a day off