

**LOCATION:** Washington, DC or New York

**ORGANIZATION:** Software & Information Industry Association (SIIA)

**POSITION TITLE:** FISD Program and Project Director

**DURATION:** Full Time

### **Overview:**

**The Organization.** A division of SIIA, the FISD is the global forum of choice for industry participants to discuss, understand and facilitate the evolution of financial information for the key players in the value chain including consumer firms, third party groups and data providers. It is a dynamic environment in which members identify the trends that will shape the industry and create education opportunities and industry initiatives to address them.

**Function.** Reporting to the Senior Vice President, FISD, the Director's primary focus is to develop event content and working group activities for FISD members, and manage projects associated with these activities and other FISD initiatives. FISD is seeking an executive with relevant business and project management experience in the financial information industry who is committed to continually building on that expertise. The qualified candidate will immediately take on responsibility for existing working groups and event content development, and will be expected to identify new opportunities for member programming and activities.

### **Duties and Responsibilities:**

- Develop and maintain expertise in a broad range of topics related to financial information through regular engagement with members and review of relevant educational and media materials.
- Work with colleagues, members and event sponsors to identify and develop ideas for FISD in-person and virtual event content.
- Oversee communications activities in support of assigned FISD events and group activities to draw delegates to events and activities in coordination with relevant FISD and SIIA staff.
- Recruit speakers and moderators for FISD events, encouraging diversity among speakers and involvement of events sponsors. Manage preparation and follow-up activities for speakers and moderators.
- Identify emerging issues in the financial information industry that are opportunities for FISD to bring the industry together in FISD working groups, roundtables, and seminars.
- Recruit members for new and existing working groups.
- Manage scheduling, develop agendas, and draft meeting notes for assigned group activities.
- Manage projects to develop other resources for FISD member benefit – e.g., white papers, research reports, etc.
- Contribute to the recruitment and retention of FISD member companies through the provision of outstanding service and identification of prospective members and “at risk” current members.

- Grow FISD revenue through sales of event sponsorships and professional development products like training and certification examinations.

### **Minimum Requirements:**

- Regular domestic and international travel
- DC-based candidate will work in traditional in-person working environment with regular opportunities to work remotely. NY area-based candidate will work virtually.
- 5+ years of experience in the financial information industry
- Demonstrated project management skills, ability to juggle short-term and long-term tasks/responsibilities on deadline
- Good time-management skills, attention to detail, multi-tasking is essential
- Strong interpersonal and problem-solving skills
- Excellent customer service attitude
- Ability to work well independently and as part of a team while being flexible
- Bachelor's degree required.

### **Benefits:**

- Competitive Salary & Growth Potential
- Paid Annual & Sick Leave
- Paid Holidays
- Health/Vision/Dental Coverage
- 401k Retirement Savings Plan

### **What We Love About You:**

- You are thoughtful, energetic, innovative, results-oriented and a resourceful self-starter.
- You have a tenacious work ethic, dedicated to exceeding expectations.
- You have a “customer first” mindset and are obsessive about building and maximizing value for our members.
- You are collaborative and accountable, and committed to integrity.
- You embrace the diverse perspectives of all people and honor them with dignity and respect.
- You find time to laugh and strive to “make people’s day” in all your interactions.

Please submit a resume to [employ@SIIA.net](mailto:employ@SIIA.net) with “**FISD Program Director**” in the subject line.

SIIA believes a diversity of voices leads to better outcomes for our members, our employees, our products and our communities. We are proudly committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age,

citizenship, marital status, disability, gender identity, political persuasion or Veteran status. If you have a disability or special need that requires accommodation, please let us know.