

WWCDA Event Registration Manager

About the WWCDA

The Women's White Collar Defense Association (WWCDA) was founded in 1999 to help relieve a glaring lack of women practicing in white collar defense. Our professional activities are crucial to promoting diversity in the practice, providing educational programs, networking, and developing business.

WWCDA is a 501 (c)(6) organization with 49 chapters throughout North America, Europe, Latin America, and Asia Pacific. The WWCDA boasts more than 3,500 women practicing in the area of white-collar defense law. Many of our members previously served in government positions and corporate roles, including notable members who are former corporate General Counsels, Chief Compliance Officers, and high-ranking government officials.

WWCDA promotes the common business and professional interests of women attorneys and other professionals who specialize in white collar and other defense and compliance work. Their clients are corporations, organizations, and individuals facing government enforcement actions (criminal, civil, regulatory, and administrative), internal investigations, compliance, and other defense issues.

Responsibilities

We are searching for an experienced registration manager to develop and run registration for two major marquee WWCDA in-person events -- the Leadership Retreat & Annual Meeting, and Awards Dinner Gala. The tasks will include:

- **Registration Setup and Management:** Setting up registration systems for events including the use of WWCDA's Higher Logic event module and Eventbrite, which includes creating registration forms, setting up payment processes, and ensuring that the registration system is user-friendly and efficient. Ensure that the system is configured to allow only certain member types to attend and monitor to ensure that it is working correctly. Create a smooth transition to a waitlist and actively manage moving people from the waitlist to registration as directed by Leadership.
- **Attendee Communication:** Correspond with potential and registered attendees to answer all questions and concerns about events via a provided email box.
- **Reporting:** Generating reports on registration numbers and attendee responses daily to ensure volunteer leadership, communications, and event teams are up to date on registration progress.
- **Communications:** Work with the communications director to provide lists of attendees prior to event promotions and to give feedback on information that needs to be communicated to reduce number of inquiries.

- **Data Management:** Managing attendee data, ensuring accuracy and confidentiality. This includes handling personal information, preferences, and special requests.
- **Payment Processing:** Work with the accounting team to ensure processing of payments, refunds, and handling financial queries related to registrations are happening. At the end of the event provide all final registration reports and accounting information from event systems for the accounting team.
- **On-Site Management:** Assisting with on-site registration during the event, including managing check-in, badge distribution, and providing general assistance to attendees.
- **Problem-Solving:** Addressing and resolving any issues that arise during the registration process or the event itself.

Compensation commensurate with experience.

References required.

For more information, please contact:

Karen Popp, WWCD, Global Chair and Co-Founder

kpopp@wwcda.org

To apply, send cover letter and resume to kpopp@wwcda.org