



**Position Title:** Meetings Manager

**Department:** Supports multiple clients

**Location:** Reston

**Classification:** Exempt, Full-time

**Date:** December 19, 2023

**Job Summary:**

Assess and conceptualize client needs and desires for a variety of meetings, conventions, and events, and make all arrangements necessary to execute the client's desired vision and goal.

**Essential Duties and Responsibilities:**

- Consults with clients to assess and understand their needs at the meeting; areas of discussion and consultation include meeting rooms, convention halls, ballrooms, hospitality suites, hotel rooms, catering, signage, programs, music, security, display areas, and other specialized requirements.
- Compiles a list of prospective event locations; visits locations with clients and provides guidance on the final selection.
- Compiles price lists and negotiates contracts for services, dates, times, and spaces.
- Ensures that events meet legal, safety, and health requirements and regulations; obtains necessary permits from fire and health departments.
- Manages housing for VIPs and conference attendees.
- Coordinates transportation for guests, attendees, speakers, or other parties.
- Develops and maintains current lists of available venues and services, and pricing options.
- Maintains current knowledge of event planning standards and trends by attending seminars, consulting with other professionals, and reading trade publications.
- Support main POC for larger client and serve as main POC for on-site management of the meeting for smaller client.
- Support Executive Director(s) and interface with volunteer Board of Directors as needed.
- Possess strong computer skills to track and monitor meeting specifications and develop reports.
- Willing to travel (domestic and international) 10% of the time.
- Conduct site search and contract negotiations with hotels and vendors for future meetings.
- Work productively with vendors (audio-visual, IT, housing agent) to manage costs and efficiencies provided by these outside contractors.
- Participates in pre- and post-con meetings to review and debrief details of the meeting and to make recommendations for the next meeting.
- Performs other related duties as assigned.

**Reporting Relationships and Supervisory Responsibilities:**

- Reports to the Senior Meetings Manager
- Supervisory responsibilities: None

**Education and Experience:**

- Bachelor's degree in Hospitality, Meeting, and Event Planning or related field required.
- Three to five years of experience in customer service, , event planning, or a related field.

**Knowledge, Skills, and Abilities:**

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and meticulous attention to detail.
- Excellent time management skills with a proven ability to meet deadlines and balance multiple projects.
- Creative and effective problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to respond to problems and to assist clients with a calm, courteous, and helpful manner, and attitude.
- Thorough understanding of legal regulations and permits required for events.
- Proficient with Microsoft Office Suite or related software, including virtual communication tools such as Outlook and Zoom.

\*Meetings Managers typically serve two clients and may be assigned to handle overflow work for other clients.

**Physical Requirements and Work Environment:**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.
- Must be able to access and navigate all areas of the facility.
- Must be able to work a variety of hours to accommodate events.

**Salary and Benefits:**

The starting salary for this position depends on the depth and breadth of experience. Regular full-time employees are eligible for benefits package including paid vacation, holidays, sick leave, 100% paid employee health insurance, dental & vision insurance, flexible spending accounts, health reimbursement account with partial employer funding, tuition reimbursement plan, wellness plan, stock options, life insurance, short and long-term disability, tax-deferred 401(k) retirement plan with employer match up to 4%.

**Other duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Signature:**

Employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee Name (Printed) \_\_\_\_\_