



**Position Title:** Meetings Manager

**Department:** ACT

**Location:** Reston, hybrid possibility (after initial 90 days)

**Classification:** Non-exempt, Part-Time

**Job Summary:**

The Meetings Manager provides strategic leadership for the planning and execution of the client(s) annual meeting, including but not limited to site selection, contract negotiations, meeting logistics, special event coordination, and vendor oversight. Collaborate with client leadership and volunteers to deliver exceptional event experiences and advance organizational goals.

**Essential Duties and Responsibilities:**

***Supervisory Responsibilities***

- Supervise direct report(s) to ensure client objectives and deadlines are met effectively.
- Mentor direct report(s); provide guidance on best practices and department and client standards.
- Ensure that direct report(s) are trained in, regularly update, and actively use organizational systems, tools, and resources such as membership databases, project management software, and communication platforms.

**Event Planning & Onsite Management**

- Lead the planning and execution of assigned meetings, including but not limited to site selection, venue contracting, space allocation, catering, signage, and session logistics.
- Consult clients to assess meeting needs and provide strategic recommendations across all event components.
- Conduct site searches and venue visits; evaluate RFPs and negotiate contracts with venues, hotels, and vendors. Coordinate vendor services (e.g., audiovisual, internet, housing, catering, and decorators as needed) to ensure alignment with event objectives, budgets, and service standards.
- Develop and manage detailed project timelines; ensure coordination across internal teams, vendors, and client volunteers.
- Serve as the primary on-site lead during events; manage staff assignments, oversee real-time logistics, and ensure a professional and responsive presence.
- Collaborate with program and abstract teams to align room setups and technical requirements with session formats.
- Maintain accurate planning documentation, meeting specifications, and post-event records using digital tools and internal systems.
- Ensure that events meet legal, safety, and accessibility standards.
- Manage housing for VIPs and conference attendees.
- Coordinate transportation for guests, attendees, speakers, and other parties as needed.
- Maintain current knowledge of event planning standards and trends by attending seminars, consulting with other professionals, and reading trade publications.
- Support Executive Director(s) and interface with volunteer Board of Directors as needed.
- Possess strong technical skills to track and monitor meeting specifications and develop reports.
- Willing to travel (domestic and international) 10% of the time.
- Participate in pre- and post-con meetings to review and debrief details of the meeting and to make

recommendations for the next meeting.

- May be assigned to handle overflow work for other clients.

**Reporting Relationships and Supervisory Responsibilities:**

- Reports to the Director of Meetings and Exhibits
- Supervisory responsibilities: Meeting Planner

**Education and Experience:**

- Bachelor's degree in Hospitality, Meeting, and Event Planning or equivalent work experience.
- Five to Eight years of experience in customer service, event planning, or a related field.
- CMP Certification preferred.

**Knowledge, Skills, and Abilities:**

- Excellent interpersonal, verbal and written communication skills.
- Strong organizational and time management abilities.
- 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.
- Familiarity with legal regulations and permits required for events.
- Proficient with Microsoft Office and event management tools (e.g., Cvent, Teamwork, Cadmium)

**Physical Requirements and Work Environment:**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to access and navigate all areas of the facility and on-site spaces in convention halls and hotels.
- Occasionally lifts, carries, and positions objects weighing up to 30 lbs. when moving supplies and records.
- Occasional weekend and evening work, primarily during client events
- Willing to travel (domestic and international) 10% of time.
- 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 the following:

- 100% employer paid: employee health insurance, dental, vision, life insurance, short and long-term disability insurance, vacation, holidays, personal holidays, sick leave, parental leave, and volunteer time off.
- Additional benefits: flexible spending accounts, health reimbursement account with partial employer funding, tuition reimbursement plan, flexible work schedule, wellness plan, stock options, 401(k) retirement plan with employer match up to 4%, legal services, and supplemental insurance products.

**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.