



Senior Meetings Manager

Job Summary:

Manage the planning and execution of all aspects of an international scientific meeting every two years, and smaller executive-level meetings. Works with staff, client leaders, and volunteers to coordinate arrangements for educational programs and other events as required.

Requirements

- Bachelor's degree in Hospitality, Meetings and Event Planning, or related field required.
- Seven to ten years of experience in event planning or a related field.
- Possess a CMP or in process.
- Attend an international meeting every other year.

Required Skills/Abilities:

- Advanced verbal and written communication skills.
- Senior-level interpersonal and customer service skills.
- Excellent organizational skills and meticulous attention to detail with a proven ability to meet deadlines.
- Creative and effective problem-solving skills.
- Ability to prioritize tasks and manage workflow.
- Ability to respond to problems and to assist clients in a calm, courteous, and helpful manner and attitude.
- Thorough understanding of legal regulations and permits required for events.
- Proficient with Microsoft Office 365 and other tools used in the industry for monitoring tasks, developing reports, and managing timelines.

Physical Requirements

Must be able to:

- Sit for prolonged periods of time at a desk working on a computer.
- Lift 15 pounds at times.
- Access and navigate all areas of the facility.
- Work a variety of hours to accommodate events.

Duties/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 client 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.
- Keeps Executive Director informed on all meeting-related expenses for meeting budgets.
- Serves as main POC for on-site management of the meeting.
- Supports Executive Director and interface with volunteer Executive Committee as needed.
- Possesses strong computer skills to track and monitor meeting specifications and develop reports.
- Collaborates with exhibits manager to support exhibit and sponsorship sales strategy and their needs on site.
- Conducts site search and contract negotiations with hotels and vendors for future meetings.
- Works productively with vendors (audio-visual, IT, housing agent) to manage costs and efficiencies provided by these outside contractors.
- Participates in post-con meetings to debrief details of the meeting and to make recommendations for the next meeting.
- Performs other related duties as assigned.

COVID restrictions in place; proof of vaccination required.

This job is not suitable for a remote employee.

Hybrid work option available when we return to the office in Reston, VA

To apply, please send your resume and cover letter to HR@aim-hq.com