

Client Meetings Manager

Essential Job Functions

Annual Meeting: The Meetings Manager is responsible for planning and coordinating all aspects of the Annual Meeting including:

- Creating and managing the administrative timeline including a promotions schedule. Strict adherence to all meeting and promotion deadlines.
- Creating a meeting brand and related graphic elements to ensure a captivating and cohesive campaign
- Utilize market segmentation and targeted messages to increase registration, abstract submission and headquarter hotel reservations. Responsible for producing all promotional materials, including e-mail blasts, postcards, flyers, brochures, news releases, program books and syllabi to market to target audiences utilizing the latest technology tools. Responsible for proofreading and coordinating mailings.
- Manage meeting website
- Develop and maintain preliminary program
- Create final program
- Work with the executive director to develop and monitor the meeting budget
- Overseeing abstract management
- Manage media relations
- Coordinate logistics and site selection
- Negotiate contracts with hotels and vendors
- Responsible for room set-ups/audio-visual/signage/transportation/housing/food and beverage coordination
- Liaise with program committee and speakers/draft letters of invitation and confirmation
- Supervision of the entire registration process
- Onsite coordination
- Develop mechanisms for pre-and post-meeting evaluation/prepare quality assurance reports/budget reconciliation
- Develop mobile app
- Create post meeting report

Skills/Requirements

Must:

- Have ability to recognize, implement and build upon established best practices; be able to anticipate project needs as well as team needs and pitch in at any level
- Be able to contribute to ongoing systems development, continuous improvements for efficiency and accuracy
- Have demonstrated work ethic, great communication skills (both written and spoken)
- Enjoy being thoroughly organized; excellent attention to detail
- Be a self-starter in a fast-paced, 'hit the ground running' environment
- Be adaptable to ever-changing environments and situations; able to juggle multiple projects
- Be open to continuous evolution both personally and professionally