## **Manager, Meetings & Exhibits**

**Current Incumbent:** N/A **Department:** Meetings & Expositions

**Reports to:** Director, Meetings & Expositions **Direct Reports:** 0

**Status:** Full-Time, Exempt **Indirect Reports:** 0

**Updated:** 11-29-21 **Eligible for Telework/CWW**: Yes

## **Summary of Position:**

*The Manager, Meetings & Exhibits is a member of the Meetings and Expositions team, which is responsible for the management of education conferences, trade shows, meetings, governance and committee meetings.*

## **Principal Accountabilities:**

Responsible for the coordination, planning, management and logistical execution of Advocate, Apartmentalize, Exhibitor Summit and other conferences and special events as assigned. Leads all efforts related to pre-event and on-site exhibitor fulfillment

Primary job responsibilities include:

* Manages pre-show and on-site logistics for assigned NAA meetings, including registration and housing, rooming lists, vendor management, audio visual, catering, sponsor fulfillment, security, entertainment, DMC and transportation.
* Serves as liaison between NAA and hotel/facility, vendors and staff for designated NAA meetings.
* Manages RFP process and conducts site visits to secure hotels/facilities and various vendors for NAA meetings as assigned.
* Negotiates contracts with hotels, facilities and other vendors for various aspects of assigned NAA meetings.
* Responsible for the set-up of meetings membership database and managing website content and marketing for designated NAA meetings.
* Oversees invoice reconciliation and payments. Tracks all revenue, expenses and payments. Works within approved budget when planning logistical arrangements and is responsible for reviewing invoices for accuracy.
* Develops and maintains layout of exhibit hall floorplans and manages relationship with floorplan vendor.
* Leads all exhibitor fulfillment efforts including management of exhibitor dashboard, exhibitor marketplace, exhibitor registration and housing, distribution of monthly exhibitor updates and monitoring exhibits email account.
* Responsible for on-site set up and execution of NAA Exposition as well as overseeing floor managers.
* Other duties as assigned.

## **Competencies:**

1. Expertise 5. Technical capacity
2. Communication proficiency 6. Cultural Awareness
3. Organizational skills 7. Relationship Management
4. Critical Evaluation 8. Ethical Practice

## **Supervisory Responsibilities:**

This position has no supervisory responsibilities.

## **Travel:**

10% - 20% travel (sometimes on weekends) and extended work hours.

## **Required Education and Experience:**

* Bachelor’s degree (or equivalent work experience)
* 3-5 years of relevant meeting planning experience (minimum 2,500 attendees).
* Salesforce (Nimble) experience.
* Excellent interpersonal (oral and written) communication, time management, and organizational skills.
* Proficient in Microsoft Office products.
* Self-directed and able to work independently with minimal supervision.
* Exhibit strong project management, analytical, and problem solving skills.
* Flexibility to travel (sometimes on weekends) and work extended hours.
* Must demonstrate excellent ethics and integrity.
* Professional conduct.
* Ability to prioritize, manage multiple projects and effectively perform within tight time constraints.
* Adhere to deadlines, handle stressful situations with composure and adapt to constant changes.
* Work in a fast-paced environment and handle numerous projects simultaneously;
* Work in a team environment.
* Work cooperatively with other employees, vendors and clients.

## **Preferred Education and Experience:**

* CMP preferred but not required.

## **Physical Demands:**

While performing the duties of the job, the employee is regularly required to sit, use hands to finger, handle or feel objects, tools or controls; reach with hands and arms. The employee may occasionally lift up to 20 pounds.

## **Work Environment:**

Work is regularly performed in a professional office environment and routinely uses standard office equipment.

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Signatures:**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employees signature below constitutes employee’s understanding of the requirement, essential function and duties of the position.

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

**Please send resumes, cover letter and salary history to** **Resumes@naahq.org****. No phone calls, please. EOE M/F/H/V**