

CONFERENCES & MEETING PLANNER

Are you a collaborative team player with drive and passion for delivering an exceptional customer experience through meetings and special events? A fast-paced Washington-DC based trade association seeks a Conferences & Meeting Planner to join our thriving conferences team that contributes nearly \$6 million to the association annually by developing and managing 8+ conferences per year ranging from 100 up to 4,000+ attendees at our annual convention. Candidates should have a bachelor's degree and 3-5 years of experience in meeting planning and logistics. They must be a keen multi-tasker, highly detail-oriented with excellent oral and written communication skills. Candidates must also possess excellent negotiation skills and customer service experience. Being adept at building relationships to work effectively with association volunteers, many of whom are speakers, while executing best-in-class logistics is a must. This position will travel to all association conferences and manage a variety of aspects of each program onsite. Experience in implementing and tracking budgets is mandatory.

KEY RESPONSIBILITIES INCLUDE:

- Work closely with the Senior Director, Conferences and Meetings to oversee all aspects of the planning and execution of assigned association's events including speaker management, supervision of various planning groups, and management of all logistics as well as serving as onsite coordinator.
- Assist with the planning and execution of the Annual Convention including call for presentations process, speaker logistics management, onsite check-in registration/badge printing platform, registration area set-up and onsite breakout logistics lead for all sessions held in conjunction with the convention.
- Assist with sourcing contracts for hotels, caterers, print/signage companies, transportation, audio-visual contractors and all other conference vendors.
- Serve as primary contact for program speakers including the coordination of session requirements and handout materials.
- Develop assigned conference budgets; monitor revenue and expenses closely; provide forecast and final budgets leading up to and after each event.
- Collaborate with marketing on strategies to meet conference financial and attendance goals.
- Execute basic event website builds and oversee the promotional and final program production for IFA conferences and meetings.
- Support mobile app build and execution for 4-5 events.
- Post-event management work, to include but not limited to, event survey creation, analyzing attendee feedback, reconciliation of vendor invoices, and preparation of attendee materials to distributing via an on-line site or through mobile app.
- Serve as the department back-up for processing registrations and/or handling member inquiries regarding all association events.

EXPERIENCE/QUALIFICATIONS:

- 3-5 years of experience in event development and execution.
- Superior written and verbal communications skills and ability to build strong relationships.
- Proficient in setting and meeting deadlines.
- Ability to manage multiple tasks and be responsive to requests from members and colleagues in a timely manner.
- Strong project management experience and ability to juggle multiple shifting priorities.
- Develop and manage budgets, with an aptitude for finding savings and adhering to a strict management of expenses.
- Creative thinking in attracting attendees and improving upon the attendee experience.
- Team player who thrives in a fast-paced and collaborative work environment.
- An understanding of online event registration and database management a plus.
- Bachelor's degree a must. A Certified Meeting Planner (CMP) credential is a plus.

ABOUT Organization: Celebrating 57 years of excellence, education and advocacy. The office is in the heart of downtown DC, near multiple metro stops and offers great benefits including a generous leave policy, 401K, health insurance benefits, onsite gym, and more! To apply, send resume and cover letter including salary requirements to conferencejobs@franchise.org