



11200 Rockville Pike, Suite 302
Rockville, Maryland
20852-3110
US

American Society for Biochemistry and Molecular Biology

Position Title: Meetings Director

Department: ASBMB Meetings

Reports to: Executive Director

Status: Full-time, Exempt

Date: November 21st, 2018

Primary Function:

Executes the assigned responsibilities, activities and functions related to ASBMB's annual meeting and special symposia program. This individual will work collaboratively with the other society departments.

Major Duties and Responsibilities:

Meeting Management

- ASBMB's Director of Meetings directs the strategy, planning and execution of ASBMB's conferences, including the ASBMB Annual Meeting and other meetings and conferences. Oversees and often executes all meeting logistics, including contract negotiation, site selection, contractor/vendor selection and supervision, Organizing/Program Committee and speaker management, audio/visual, meals, receptions, ancillary events, and onsite management. Develops, monitors, and controls budgets.
- Works with staff on appropriate stake holders to identify future site locations and negotiates agreements, develops budgets, serves as point of contact in support of successful events
- Maintains positive relationships with members, EB-related collaborators and vendor representatives, ensure open and efficient communications, transparency, timely responses to inquiries and actively seeks methods to streamline, improves and simplifies processes and successful outcomes for meetings.
- Creates, implements, and evaluates new experiential meeting design initiatives and strategies to strengthen existing programs.
- Maintains historical records on meetings and conferences (for example, housing types, number of attendees, travel awards funded, fundraising money spent, budget revenue), for future planning and budgeting needs of ASBMB. Reviews/develops post-meeting attendee survey and evaluates results. Prepares post-convention reports ASBMB and organizers, ensuring transparency and in support of future planning.
- Maintains awareness of current industry trends and maintains a robust peer network.
- For the Experimental Biology meeting; represents ASBMB on the Meeting Professional Committee. Participates in Experimental Biology Management Committee meetings. Liaisons with outsourced meeting management vendor and other society staff and vendors.

Departmental Management

- Hires, develops, mentors, motivates, evaluates ASBMB Meetings Department staff ensuring ongoing and open communications. Develops and implements department objectives and policies consistent with ASBMB mission and policies. Manages and supervises staff to set achievable goals that are linked to support the department objectives and ASBMB strategic plan. Enhances and supports office culture dedicated to superior customer service that exceeds client (internal/external) expectations.
- Directs meeting management work for the development and production of Society meetings (5-7 events per year ranging from 75 to 3,000 attendees) including conferences, exhibits (where applicable), and appropriate, satisfactory outcomes have been achieved, based on defined metrics for each event.
- Reviews and establishes best practices and work product with staff to ensure they are followed consistently across all ASBMB meetings. Establishes training requirements; directs staff to training opportunities to improve their skills
- Coordinates ASBMB activities and works collaboratively with all stakeholders including ASBMB departments, Experimental Biology Management/OSMC, EB host-societies, ASBMB Meetings and Program Committees, and vendor partners

Budgeting/Communications/Committees

- Prepares and manages budgets for special symposia, in collaboration with Director of Finance, and annual meeting in collaboration with Experimental Biology Management/EB Meeting Planners. Establishes and projects revenue and expenses; assures adherence to approved budgets and financial objectives; reviews monthly financials to assure targets are being met, informs on projects that are not on target, and leads staff and Meetings Committee in quarterly forecasting of financial models for current and multi-year operating plans and budgets.
- Serves as liaison, along with staff members, to the ASBMB Meetings Committee to review and select Special Symposia Series proposals. Provides advice on policy updates and manages the related decision communication
- Works with Marketing to develop strategies for promotion and growing annual meeting and Special Symposia programs
- Works with the Director of Finance and Director of Marketing in support of sponsorship and grant compliance for the Special Symposia. Works collectively to define, establish, and adhere to grant funding policy and processes for conferences. Implements and oversees processes to ensure compliance
- Investigates and negotiates contractual terms, concessions, and discounts with hotel/conference properties and meeting facility vendors to meet budgetary guidelines and requirements and maximize profitable results for ASBMB.
- Works with Director of Finance to establish registration fees based on projected expenses and attendance expectations. Presents registration proposal to symposium organizers and

addresses related concerns. Tracks and monitors venue expenses negotiation and re-negotiating vendor contracts, as needed, to provide favorable, profitable results for ASBMB.

- Provides direction and oversight of vendor service RFPs, contract evaluation and selection to provide favorable, profitable results for ASBMB.

Experience:

8- 10 years' experience in meetings and exhibits management for groups 1,000-14,000+. City wide meeting management experience a plus. Experience with grants a plus. CMP Preferred

Skills:

- Sales/Marketing/Public Relations
- Negotiations
- Verbal & Written Communications
- Management, Leadership, Supervisory Skills
- Budgeting/Finance
- Interpersonal Skills