Position Title: Meeting Manager
Department: ASBMB
Reports to: Director of Meetings
Status: Full-time (37.5 hours/week), Exempt status
Date: July 26, 2021

The American Society for Biochemistry and Molecular Biology (ASBMB) is an international nonprofit scientific and educational organization. With over 9,000 members, made up of students, researchers, educators, and industry professionals, the ASBMB is one of the largest molecular life science societies in the world.

ASBMB is seeking a highly innovative and detailed oriented Meeting Manager with experience in planning in person, virtual, and hybrid scientific meetings from 10 people to 4,000+. Knowledge of abstract management, working with scientific organizers and volunteer committees, exhibits/sponsorship management, and working in a fast-paced environment. This individual will report to the Director of Meetings.

**Essential Duties and Responsibilities:**
Manage all aspects of conferences, meetings, and events (pre-planning, onsite execution, and post-event follow up and evaluation)

- Develop project timelines outlining responsibilities and deadlines
- Develop RFPs for various services to include but not limited to abstracts management, registration, audiovisual, housing, venues, virtual platform etc.
- Collect proposals and create comprehensive reports outlining all services and cost comparisons for review
- Negotiate vendor/venue pricing and contracts
- Set up abstract submission site and registration site
- Set up and manage exhibit booth rentals and sponsorship packages
- Prepare meeting requirements and orders for: F&B, room setup, AV, virtual/hybrid needs, show flow, housing, exhibits/drayage, poster boards, internet, signs, security, badges, temp staff, transportation, offsite venues, etc.
- Develop comprehensive post-meeting reports on attendance, hotel pick up, income, and expenses, survey results, quantitative and qualitative lessons learned
- Communicate with speakers, attendees, exhibitors, and sponsors
- Monitor registration and housing pick up and make adjustments to alleviate potential liabilities
• Prepare exhibit and sponsorship prospectus and programs and abstract book for print, online, mobile app
• Coordinate publication of abstracts
• Assist in exhibition/tradeshow management and sponsorship deliverables
• Identify ways to improve meeting delivery consistent with best practices
• Provide timely and accurate meeting status reports, post event and final reports
• Recommend improvements and innovations to event capabilities and processes to enhance attendee experience and improve efficiency.
• Review and reconcile various vendor invoices for accuracy and payment
• Ensure the website is current and accurate for all meetings
• Collaborate with cross-functional teams to create a cohesive event experience
• Perform other duties as required

Education, Experience and Required Proficiencies:

• Bachelor’s degree required with at least 7 years’ meeting planning experience. Certified Meeting Planner (CMP) required.
• Demonstrated knowledge of: App development, registration site development, abstract site development, online meeting scheduling software options, project management solutions, virtual meeting software and platforms.
• At ease with learning new technology quickly.
• Self-motivated, able to take initiative, and work independently with minimal direction.
• Takes personal responsibility and accountability for their work - maintains high standards despite pressing deadlines.
• Excellent time-management skills, manage multiple tasks and projects, track details, and ensure timely and accurate results.
• Excellent verbal and written communication skills.
• Impeccable attention to detail, excellent proofreading skills.
• Proficient in Microsoft Office Suite, relational databases, and web applications.
• Able and willing to work flexible hours as needed; work hours may require some evenings, early mornings and/or weekends.
• Travel required to fulfill job responsibilities.
• While performing the functions of this job, the employee is occasionally required to lift, carry (up to 40 pounds), stoop, bend, climb, crawl, push, pull or perform other physical activities or walk and/or stand for long periods of time.

Benefits:

This is a full-time, exempt position. ASBMB offers exceptional benefits including professional development opportunities, 403-B retirement, medical, dental and vision insurance, life insurance, short- and long-term disability, and free parking are offered.
Location:
This position is located in Rockville, Maryland and in walking distance to Metro and on major bus lines.

For more information and to apply, visit https://www.faseb.org/employment. Please send a cover letter and salary requirements with your resume.

To learn more about ASBMB, please visit www.asbmb.org.

ASBMB is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.