



THE AMERICAN ASSOCIATION OF  
IMMUNOLOGISTS

**Position Title:** Manager, Meetings  
**Status:** Full-time (37.5 hours/week), Exempt Status  
**Date:** August 1, 2023  
**Reports to:** Director, Meetings  
**Department:** Meetings

AAI, a Rockville MD-based dynamic, scientific/medical society founded in 1913 is dedicated to advancing the field of immunology and fostering development opportunities for researchers at every career stage. Its members work together to address common interests and push forward the boundaries of knowledge, is seeking a Manager, Meetings.

AAI is seeking a **Manager, Meetings** who will be responsible for the planning and execution of logistics in support of AAI meetings and other events and activities for meeting rooms, food and beverage, audio-visual, conference signage and signage to support sponsors, events, and transportation. In addition, the Manager, Meetings provides support to develop the annual budget projections and manages the financial reconciliation process for all invoices for conferences. The Manager, Meetings will report to the Director, Meetings.

**Responsibilities include:**

- Works with Director of Meetings on the planning, budgeting, detailed tracking, and execution of a wide range of logistics for AAI meetings and events. Responsibilities include meeting room set up, food and beverage requirements, and audio-visual (AV) support.
- Responsible for the development, monitoring and sending reminders to AAI staff of meeting timelines.
- Manages the sign process for the annual meeting. Including confirming sign orders for all AAI staff events, maintain sign inventory and new sign orders.
- Develops the annual meeting session grid and works closely with the Senior Scientist to assign date, time, and meeting room to each session to ensure the appropriately sized room is used and to minimize overlapping topics.
- Assists with various systems (registration, abstract, app, bot) processes including testing before going live.
- Oversees the management of coordinating with AAI staff to identify meeting space, AV support, and food and beverage requests for annual meeting events

at the convention center and headquarter hotels. Provides staff with confirmed order information well in advance of meetings so changes can be made as needed.

- Provides support to the Director of Meetings on the development and implementation of technology to enhance meetings management performance, track the many details of planning a meeting, on site responsibilities and production of reports.
- Works with Director of Meetings to identify requirements for major vendors required for the annual meeting. Places orders with vendors and contractors, makes changes as needed, tracks, and follows up on site. Creates and distributes requests for proposals (RFPs) as requested. This includes, but is not limited to, temporary staffing, security, and transportation.
- Works with Communications department to implement and follow a social media plan for meetings
- Monitors [meetings@aai.org](mailto:meetings@aai.org) mailbox and responses appropriately
- Travel as required for site visits and onsite meeting facilitation
- Reviews and follows up on any discrepancies on all invoices received. Reconciles discrepancies or alerts Director of Meetings when there are unresolved discrepancies. Works closely with the finance staff to ensure invoices are paid promptly.
- Assists the Education and Career Development department with all aspects of the AAI courses including site selection, budget development, contracts, and vendor negotiations.
- Assists with the logistics for the AAI Council and Committee meetings including site selections, budget development, and hotel negotiations.

#### **Qualifications:**

- Bachelor's degree in relevant field.
- Five years or more experience in the meeting planning industry managing logistics of medium size conferences and national conventions, various size meetings and related events, including planning, on site execution of logistics, financial tracking and reporting and evaluation.

#### **Skills:**

- Demonstrated experience representing an organization with vendors, contractors, sponsors and hotel and convention meeting staff to establish successful working relationships, manage the organization's meetings requirements successfully and solve problems as they arise.
- Demonstrated experience planning meetings within a budget, tracking expenses, adjusting for changes, reconciling invoices, and preparing final budget reports.

- Demonstrated experience developing and implementing tracking systems for meetings management and operational logistics.
- Work experience in an association or other service-oriented environment with customer service responsibilities preferred.
- Strong communication skills including professional writing and editing and verbal skills for a variety of internal and external audiences.
- Ability to maintain a calm, professional demeanor under stress.
- Can manage multiple priorities and pivoting when necessary.

### **Benefits**

This is a full-time, exempt position. AAI offers a competitive salary with exceptional benefits that include a 403(b)-retirement plan; paid time off; medical, dental and vision insurance plans; flexible spending account; life and short- and long-term disability insurance.

AAI is dedicated to building a team of professionals that is as diverse as our members. AAI is proud to be an Equal Opportunity Employer.

AAI cares about its employees, and offers a benefit package designed to attract, reward, and retain talented individuals who are committed to excellence in everything they do.

### **Location**

This position is located in Rockville, Maryland and within walking distance of the Metro and on major bus lines. AAI currently is working a hybrid office schedule with staff coming into the office one or two days a week with the ability to work remotely from home. All new hires are required to work three days a week in the office for the first 90 days.

### **To Apply**

For a detailed job description and to apply, visit <http://www.faseb.org/employment>. Please send a cover letter with salary requirements and resume.

If you need an accommodation to complete the application process, please contact FASEB Human Resources Department at [resumes@faseb.org](mailto:resumes@faseb.org)

To learn more about AAI, please visit [www.aai.org](http://www.aai.org)

AAI 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.

