

Job Title: Senior Manager, Meetings

Classification: Exempt

Grade Level: F

Reports to: Director of Scientific Meetings and Programming

Date: April 2025

Summary/Objective

The Senior Manager, Meetings is responsible for the successful logistical planning, implementation, and evaluation of the American Physiology Summit, the Society's premier event. In addition to the Summit, the Senior Manager will provide advance planning and direct meeting logistics for several in-person specialty conferences per year and 3-4 webinars per year. This position is responsible for contributing to a top notch, welcoming, high yield learning experience for biomedical scientists from across the globe.

Reporting to and in support of the Director, Scientific Meetings & Programming, the Senior Manager will assist in planning and execution of efforts at all Convention Center based events, including but not limited to registration, exhibit hall, headquarters hotel, offsite venues and building exterior. Two-year planning, vendor and staff coordination and data management are required to successfully communicate Convention Center specifications inclusive of housing, registration, special events, security staffing, temporary event staffing, electrical, internet, audiovisual, and onsite medical staffing. The ideal candidate who leads this work must demonstrate the ability to multitask, be a resourceful problem-solver, self-starter, cool under pressure, and be responsive to customer needs.

Supporting the creation and development of the scientific programming is a component of this position and the individual will work closely with the Director, program chairs, faculty, and speakers on their learning content materials, whether the delivery is in person or online. Specific responsibilities include the scheduling and running of programming development planning and meetings, advancing that programming plan with setup, launch of registration, coordinating speakers, and managing scientific posters. Technical oversight of the organization's online programs includes coordinating master webinar, set up integrated Zoom, registration and reminders, technology check with panelists/staff, hosting the webinar behind the scenes, downloading recordings and transcriptions/editing recordings/issue and oversight of program evaluations, etc.

Essential Functions

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



1. Manage all advance and onsite logistics for conferences to include room setup; audiovisual services; catering; security/temporary staff and transportation.
2. Negotiate contracts with hotels, convention centers, vendors, suppliers, etc.
3. Identify and evaluate service providers for the conferences including AV, Food and Beverage, Decorator, Shuttles/Buses, any off-site events, etc.
4. Ensure data integrity and accuracy of all meeting logistics platforms, including the Summit mobile app.
5. Manage and track hotel room blocks for Summit and conferences.
6. Liaise with meeting stakeholders to provide guidance, recommendations, and expertise.
7. Manage and track meeting registration for Summit and conferences.
8. Collaborate with marketing, communications, and relevant staff to ensure the successful promotion of events and ensure timely and relevant content to achieve registration numbers.
9. Source and contract appropriate venues for the conferences & Summit. Develop RFPs, research and conduct site visits, and present options to C-Suite for approval. Review hotel contracts for smaller APS internal meetings.
10. Generate VIP and speaker registration discount codes and provide registration reports, receipts, and statistics to C-Suite.
11. Create and process post-event surveys, analyze attendee feedback and scanner data, reconcile vendor invoices, process certificate of attendance requests and update conference websites with post-event messaging.
12. Collaborate on budget development, track and report revenue and expenses, review and process invoices/billing and be responsible for budget adherence.

Skills/Abilities

1. You are smart, organized, and detail oriented. You're solution-focused and a terrific teammate.
2. You are comfortable working in database systems and are willing to learn new technology (mobile apps, social media, ChatGPT, and other vehicles).
3. You are willing to travel out of town and overnight (1 trip of 7 nights annually, 2 trips of 3 nights annually, and 3-4 trips of 1-2 nights each annually).
4. You have excellent communication skills, and are confident when corresponding, presenting, etc. with internal and external stakeholders.
5. You are able, if occasionally asked, 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.

Education and Experience

1. You hold a bachelor's degree in business related field.
2. You hold a CMP or CEM designation. CAE is a plus.
3. You have 10+ years of events experience. You will apply your broad knowledge of meeting and event logistics to each conference and offer suggestions for process improvement.
4. You have experience managing a conference budget.



Other Duties

- Other duties as assigned.

Supervisory Responsibility

This position does not have supervisory responsibilities.

Benefits

This position is a full-time, Exempt position. APS offers a competitive salary with excellent benefits, including a 403(b)-retirement plan; holidays, generous annual and sick leave; medical, dental, and vision insurance plans; flexible spending; and life and short-and long-term disability insurance. **Where will you work?** We are a remote-first organization. We do have office space and there will be times when an in-person division meeting or staff meeting will be held at the office. Some staff work in the office 2 - 3 times per week, others come in once a month. The key is to identify with supervisors what works best for staff to produce the best outcomes. The APS office is based in Rockville, MD (Washington DC metro area) and preference will be given to candidates from this area.

To Apply

All qualified applicants must send a cover letter, including salary requirements and a resume, to resume@physiology.org.

To learn more about APS, please visit: <https://www.physiology.org>

APS 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.