JOB DESCRIPTION

Position Title: Meeting Planner

Department: Meeting Services

FLSA Status: Full Time, Non-Exempt

Reports to: Director of Meetings

Last Updated: December 2023

Supervises: N/A

BASIC FUNCTION

The Meeting Planner is responsible for assisting with the organization, logistics and execution of meetings related to the MATCH Program and other related meetings and events. The Meeting Planner provides meeting services as needed with project leaders for all in-person and virtual meetings and events for the Association, to include but not limited to regional meetings, community of practice meetings, peer learning meetings, special events, and other premier events as developed and assigned.

The Meeting Planner works closely with the Director of Meeting Services to address the meeting and event needs of internal departments, project leads, venues, and vendors on the objectives of each meeting or event. Will also carry out assigned tasks that are consistent with the general responsibilities of position as projects arise and in support of business operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- In partnership with Director of Meeting Services, creates and oversees the development of meeting specifications including session layouts, implementation of all pre-, on-site, and post-meeting logistical arrangements, managing meeting room setups, and audio/visual and catering requirements.
- Collaborates with Director of Meeting Services in the Request for Proposal (RFP) process for meetings and event service providers and provides analytical recaps. This includes but not limited to meeting vendors, audio visual, exhibitors, transportation, temporary staff, and venues/facilities.
- Manages education session logistics and room assignments.
• Participates in meetings with various staff to discuss and analyze meeting needs and requirements.
• Assists with and manage meeting production schedules.
• Assists with overall management of exhibits and sponsorship fulfillment.
• Assumes responsibility for budgeting and reconciliation of events per guidelines of program proposal.
• Supports with providing and proofing logistics copy for inclusion within meeting materials.
• Travels to and provides on-site staff support for the various MATCH meetings, and other educational events as needed.
• Develops and maintains organized, cohesive records of activities for each meeting, including summary reports.
• Performs other related duties as necessary to contribute to the effectiveness and overall success of the events and project strategies.

**KNOWLEDGE, SKILLS, AND ABILITIES**

• Demonstrates proven experience in event planning, onsite execution, logistics and meeting management.
• Strong project management skills with attention to detail including the ability to coordinate workflow, determine priorities, meet deadlines and effectively balance competing demands.
• Demonstrated ability to collaborate and communicate effectively across all levels of the organization as well as with external stakeholders.
• Budget management experience, including cost control and financial reporting.
• Analytical and problem-solving skills, with ability to learn and adapt with minimal direction and instruction.
• Strong project-management skills, including being detail-oriented and managing toward aggressive timelines.
• Exercise sound judgment by making appropriate decisions, knowing when to take the initiative to anticipate problems and innovate creative solutions, and prioritizing and completing tasks in a skillful and timely fashion.
• Keep abreast of industry trends, share information with all staff.
• Excellent written, oral and interpersonal communication skills with the proven ability to prepare quality documentation.
• Proficiency in Microsoft Office required. Experience with database software preferred. Knowledge of Cadmium strongly desired.
• Contributes to the workplace culture that is consistent with the Association’s culture statement and emphasizes the mission, vision, and values of the organization.

**EXPERIENCE/EDUCATION**

• College degree required. CMP designation or equivalent certification preferred.
• Minimum of 3-4+ years of meeting planning experience required.
• Prior relative experience at an association, meeting and/or event department, hotel or a convention services role required.
• Demonstrated project management experience required.

**PHYSICAL DEMANDS**

Nature of work requires an ability to operate standard business office equipment. Requires ability to communicate and exchange information, collect, compile and prepare work documents, and work files. Occasional lifting, up to 25 lbs. Must be available for day and overnight travel by air and/or automobile.

**WORKING CONDITIONS**

The majority of work performed in a general office environment where a hybrid work schedule is observed. Position requires availability for extended hours plus non-traditional hours required to perform job duties. Also requires availability and flexibility to work and attend organization sponsored events and meetings across the country for multiple days at a time.