



JOB TITLE: Meetings Manager

DESCRIPTION

The Meetings Manager will oversee and facilitate the strategy and direction of the operations of ADCES events throughout the year, including Annual Conference, Diabetes Technology Conference, Board of Directors, and other assigned meetings. This position is responsible for the successful execution of registration, housing, and logistical components including contractual arrangements for facilities and vendors related to ADCES conferences, meetings, and events. The Meetings Manager reports to and works closely with the Director of Meeting Services to develop and manage budgets for all assigned meetings and ensures that events stay within cost projections. In addition, the position will contribute to the success of the Meeting Services department by leveraging their meeting/event planning expertise.

DUTIES AND RESPONSIBILITIES

- Provide direct supervision and support to the Meetings Coordinator and Meetings Summer Intern, including task delegation, implement processes, performance evaluation, and workload prioritization.
- Act as project manager for assigned meetings, which includes creating managing meeting production timelines and conducting planning meetings.
- Provide logistical management for meetings including preparing event specifications to include detailed set-up requirements; accurately communicate requirements to venues and vendors.
- Manage RFP's, contractual arrangements for all department functions including but not limited to convention centers, hotels, conference general service company/decorators, registration and housing company, audio visual, caterers, security, temporary staff, and transportation. Management and oversight of these contracts will include development and negotiations of product/service contracts, providing feedback about current level of product/service performance, and ensuring the work is completed.
- Provide housing management; create and manage VIP and staff housing lists, monitor weekly hotel pick-up, manage pick-up and attrition, and provide solutions to housing challenges.
- Contract and manage logistics for board meetings in conjunction with the governance department.
- Oversee the registration process to create and manage registration website, database set up, form processing, and confirmations.
- Support the execution of assigned corporate sponsored programs and ensure that all programs are implemented to meet program objectives in conjunction with the exhibits and sponsorship sales team.
- Develop and manage event budgets, ensuring adherence to financial goals.
- Manage affiliate group relationships and events.
- Oversee signage.



- Review all meeting marketing materials including promotional correspondence, mobile app, and website pages.
- Provide onsite support for in-person meetings to act in logistical management role.
- Develop and maintain organized, cohesive records for each meeting, including summary reports.
- Maintain professional and high-functioning relations with all service providers.
- Review and update standard operating procedures (SOPs) for department as needed.
- Ensure that all meeting planning activities align with organizational goals and are executed efficiently and professionally.
- Perform other related duties as necessary to contribute to the effectiveness and overall success of the events and project strategies.

QUALIFICATIONS

- Bachelor's degree or relevant college courses in related field such as hospitality, business administration, marketing or project management required.
- 5+ years of prior meeting planning and execution experience at an association, meeting and/or event department, hotel or a convention services role required.
- Supervisory experience required, particularly in managing administrative and event coordination staff.
- Relevant certifications, such as Certified Meeting Professional (CMP) preferred.
- Proficient in negotiation, vendor management and budget 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.
- Resourceful problem-solving capabilities and ability to adapt to changing circumstances.
- Proficient in business intelligence and analysis tools to extract insights from data.
- Strong judgment and demonstrated success acting in the best interest of the organization and within principles of integrity.
- 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 Basecamp, Cadmium, Cvent Registration, Passkey and Zoom strongly desired.

PHYSICAL DEMANDS & WORKING CONDITIONS

The position operates within an office environment where a hybrid work schedule is observed. This is not a fully remote position. Must be able to reliably commute to the office 2-3 days per week. The nature of this role may require extended hours and/or working non-traditional hours to fulfill job responsibilities.

Also requires availability and flexibility to work and attend organization sponsored events and meetings across the country for multiple days at a time. This position will travel out of state for board



meetings (3 out of 4), site visits for annual conference, the annual conference and local travel for the Diabetes Technology Conference.

The 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.

TOTAL REWARDS

This role is a salaried exempt position, paid on a bi-weekly basis, 37.50 hour/per week work schedule.

The salary range for this position is **\$72,000 - \$85,000**, and is a good faith estimate based on industry and geographic market compensation data at time of posting, internal equity and organizational budget. Base salary offers are determined by candidate qualifications, relevant and applicable work experience, position specific skills, credentials, etc.

Our total rewards program is designed to reward and retain talented individuals who deliver exceptional service to our members and business partners. This includes:

- 401k plan - employees are fully vested at 100% from the first day of employment with ADCES contributing 6% of an employee's salary to the employee's 401(k) account.
- Comprehensive benefits package including Medical, Dental, Vision, Disability & Life insurance coverage, Flexible Spending Accounts (FSA), Employee Assistance Programs, Cariloop caregiver support, and a Pre-tax Commuter Program.
- Generous paid time off that includes minimum 2 weeks of vacation annually, 11 paid holidays, and 10 personal/sick days per year.
- Professional development, tuition reimbursement policy.
- Flexible hybrid work schedule environment, summer hours and casual dress.
- Discretionary incentive bonus program.

HOW TO APPLY:

To apply for any of our open jobs, please forward your resume and salary requirements to our email: hr@adces.org.

ABOUT THE ORGANIZATION:

The Association of Diabetes Care & Education Specialists is a multi-disciplinary professional membership organization dedicated to improving diabetes care through education.

With more than 11,000 members including nurses, dietitians, pharmacists and others, we have a vast network of practitioners involved in the daily treatment of people with diabetes.

Collectively, our alliances, member practitioner networks and academic partners uniquely position ADCES at the locus of change for the future treatment of diabetes.



The Association of Diabetes Care & Education Specialists is located at 125 S. Wacker Drive, Suite 600, Chicago, IL 60606.

ADCES is proud to be an Equal Opportunity Employer. We encourage and support diversity in our workforce.