

## **Manager, Conference Development**

ACLI, a national trade association for the life insurance industry, is seeking a Manager to join the Conference Development department. This individual will support the planning and execution of assigned ACLI meetings and events and ensure successful coordination and implementation of all related functions including program coordination and meeting logistics. Will serve as staff liaison of assigned meeting planning committees and support marketing efforts for conferences.

The ideal candidate will have a Bachelor's Degree in Liberal Arts, Business, or related field and four to six years of meeting management or hotel/resort environment experience. Must be highly organized, detail-oriented, and able to work on many projects simultaneously. Must have the skills to solve meeting logistical problems, work well with staff and work well under pressure and tight deadlines. Excellent customer service skills. Ability to communicate effectively orally and in writing. Experience with Windows (Microsoft Word, Excel and PowerPoint) and association management database (iMIS) preferred.

E-mail your resume and salary requirements to:

American Council of Life Insurers  
Attn: Human Resources – Manager, Conference Development  
101 Constitution Avenue, NW, Suite 700 West  
Washington, DC 20001-2133  
[HRacli@acli.com](mailto:HRacli@acli.com)