

JOB POST

JOB TITLE: Manager, Conference Development

POSTING #: 838

DEPARTMENT: Conference Development

POSTING DATE: 9/17/2021

SUPERVISOR: Elizabeth Carden

Principal or primary function

Under the supervision of the Managing Director, Conference Development, support the planning and execution of assigned ACLI in-person and virtual meetings and events; ensure successful coordination and implementation of all related functions. Responsibilities include supporting marketing, production and technology related efforts for assigned conferences. Coordinate aspects of various planning committees.

The Manager, Conference Development is responsible for keeping abreast of meetings industry trends, technology and best practices regarding conference programming, logistical planning and event marketing, to help produce innovative events. The manager plays a key support role in delivering a robust portfolio of conferences, webinars and year-round content.

Typical duties and responsibilities

- a. Responsible for meeting operations for assigned events including budget development and monitoring; ensuring adherence to planning timelines; implementing conference marketing plans; coordinating meeting logistics - assigning space and organizing spouse activities, group events, and catering; negotiating vendor contracts; managing audio visual and production and technology, for all assigned meetings. Work with ACLI staff, vendor contacts and hotel personnel.
- b. Responsible for logistical coordination of the ACLI Annual Conference, Executive Roundtable (ERT) and Reinsurers Executive Roundtable (RERT), and other meetings as assigned. Working with Managing Director of Conference Development, support program management efforts for the Financial Investment Roundtable (FIR), ReFocus Conference, Compliance & Legal Annual Section Annual Meeting, Senior Investment Managers Seminar (SIMS). Work with internal and external stakeholders to produce most relevant content.
- c. Responsible for speaker management for assigned meetings and webinars. Once speakers are confirmed, work with industry speakers or speakers bureau to secure necessary speaker documents, coordinate calls with speakers, and ensure everything is needed for a successful session.
- d. Responsible for on-site operation of assigned meetings; including staff office organization (unpacking and packing of office), attending pre-conference meeting, hotel contact (during meetings), room and A/V setups, food & beverage functions and all logistics, registration desk operations and authorize and reconcile master account billings.
- e. Maintain accurate data for all assigned meetings conducted under the Corporate Relations umbrella.
- f. Provides direct support to the Vice President and Managing Director for the other meetings and/or projects on an as-needed basis.

Special or unusual work conditions in the job

Ability to travel and work flexible hours, including evenings and weekends; position requires travel – estimated at 25%. Must be able to handle multiple projects simultaneously and efficiently.

Experience & Qualifications:

Bachelor's Degree in Liberal Arts, Hospitality, Business, or related field and 3-4 years of meeting management/event planning experience in the corporate, non-profit association field or hospitality industry required. CMP preferred. Skill to be able to solve meeting logistical problems. Must work well under pressure and tight deadlines. High level of attention to detail and excellent written, verbal and interpersonal communication skills. Highly developed organizational skills, with the ability to prioritize coordinate and maintain details of a number of projects and work assignments simultaneously. Must be highly proficient in Microsoft Office (Word, Excel, PowerPoint); and have strong digital literacy with experience or a demonstrated ability to learn, adapt and implement new technology. Experience with software, programs and platforms such as Adobe, MailChimp, SurveyMonkey, Canva, Vimeo, EventMobi and Zoom preferred. Strong time and project planning skills, with ability to manage projects via association's project management software Asana. Prioritize and accomplish tasks quickly and efficiently in a fast-paced and stressful environment. Strong organizational skills with an aptitude for accuracy. Ability to travel to select meetings and conferences as needed.