

Manager, Conference Development

American Council of Life Insurers (ACLI) | Conference Development

About the Role

ACLI is seeking a Manager, Conference Development to plan and execute high-profile meetings, conferences, and C-suite events. This role manages logistics, budgets, vendors, and on-site execution to deliver polished experiences for members, speakers, sponsors, and guests.

Key Responsibilities

- Manage logistics for assigned ACLI meetings and events, including executive roundtables, major conferences, retreats, and board meetings.
- Develop event budgets, timelines, hotel arrangements, room blocks, vendor contracts, BEOs, and audio-visual/production needs.
- Lead on-site operations, including food and beverage, meeting setups, transportation, décor, entertainment, and temporary staffing.
- Support conference sourcing, RFPs, site selection, contract negotiations, and pickup reporting.
- Coordinate with internal teams on marketing and social media support.
- Support logistics and programming for the ACLI Rising Leader Program.
- Manage post-conference invoices, reconciliations, budget tracking, and summary reporting.

Qualifications

- Bachelor's degree or equivalent meeting-planning experience.
- 4–6 years of meeting management experience; CMP preferred.
- Strong communication, organization, and time-management skills.
- Ability to manage multiple deadlines and work well under pressure.
- Proficiency in Microsoft Office; Asana, Canva, and iMIS experience preferred.
- Ability to travel for site visits and assigned meetings.

Team and Work Environment

This hybrid role is based in ACLI's Washington, DC headquarters with in-office work Tuesday through Thursday and remote work Monday and Friday.

Salary Range: \$85,000 - \$100,000

How to Apply

Interested candidates should email their resume and cover letter to HR@acli.com. Please include in the subject line: ATTN: HR – Manager, Conference Development.