



Partnering in Your Association's Success

Job Description

COMPANY

MSP is a fast-paced association management company located in Rockville, MD with over 20 clients. Qualified candidate must possess 4+ years' experience, be highly motivated, able to set and shift priorities as needed to meet deadlines, be capable of working independently and as a strong team player, have outstanding problem-solving ability, and be capable of handling multiple projects simultaneously. Travel is required. Association experience and computer literacy with Filemaker is a plus. Certified Meeting Professional (CMP) designation is preferred but not required. Two days of telework a week is permitted with supervisor approval after orientation period. Excellent benefits package.

Please provide a resume and salary requirements.

TITLE

Meetings Manager

RESPONSIBILITIES

Responsibilities include but are not limited to:

- Site research, selection, and contract negotiations for conferences
- Manage meeting budgets and monitor meeting expenditures
- Maintain conference timeline, and history by creating meeting databases and reports Plan and organize room set-ups, AV, food and beverage, and other logistical needs
- Work with the Exhibits/Sponsorship team and help identify sponsorship opportunities for meetings, as needed.
- Manage speaker and abstract processes
- Set up and manage the conference app.
- Write and proof brochure copy
- Work with our member services team in the registration process and conference shipments
- Provide on-site management
- Handle all post-conference meeting duties, such as consolidating invoices, creating evaluations, and requesting final attendee lists and hotel pickup reports