



**Are you a collaborative, adaptable team player with a passion for transforming mission-driven organizations? SAM is seeking a self-starter with a track record of independently managing multiple projects in a customer/member-facing environment to fill the role of Meetings Manager.**

## **Meetings Manager**

The Meetings Manager plays a key role in executing the full management of a wide array of in-person and virtual association meetings and events including annual conferences, regional events, board meetings and other events.

The Meetings Manager must be a skilled project manager who is self-motivated and demonstrates the ability to collaborate with other employees in fast-paced, flexible environment. Attention to detail and excellent time management skills are essential in this position. An active, positive response to a variety of challenges and time pressures is also required. The duties of this job require a high degree of specialized expertise and skill in maintaining established standards of quality and accuracy. Drive, determination and a self-disciplined approach to achieving results that meet these established criteria are necessary for successful job performance.

## **Join Our Team: Two Steps to Apply**

1. Email a cover letter of interest and current résumé to [jobs@sam-firm.com](mailto:jobs@sam-firm.com)
2. All applicants are required to complete an online Predictive Index assessment prior to be considered. To access the assessment, please paste this link in your browser:  
<https://assessment.predictiveindex.com/dpT/1dff8578-1044-4e33-843c-b00b11b64a84?type=candidateba#page0>

## **Primary Responsibilities of the Position**

*Depending on the groups managed, responsibilities may include the following:*

- Responsible for overseeing all aspects of planning and execution of all in-person and virtual meetings and conferences for multiple partner associations
- Manage existing and new contracts with venues and third parties including but not limited to general services, audio visual, transportation, and security
- Create and manage appropriate meeting timelines, ensuring timely completion, and communicating status updates and clear expectations for conference execution
- Manage and strengthen vendor relationships to ensure clarity of and acceptance of the organization's goals and expectations
- Oversee service contracts and deliverables for all aspects of conference services including, but not limited to, general services, audio visual, transportation, etc.
- Manage exposition hall and exhibitor deliverables (general services, audio visual requirements, budgeting, customer services)
- Plan and manage all conference food and beverage functions and offsite social events, including menus, guarantees, budgeting and payments
- Manage housing blocks, monitor room block pickup and pattern to ensure no attrition paid, reserve hotel rooms and arrange payment details for Board members, Speakers, VIPs and staff

- Collaborate with Communications staff to support conference promotions, before, during and after the conference
- Create and manage conference budget and income collection to ensure fiscally responsible funds management, working within budget guidelines in order to track, measure and report expenses
- Oversee conference schedule
- Manage internal and external staff operations during the planning phase and onsite
- Support the planning and execution of educational programming

### **Experience & Skills Required and Preferred**

- Bachelor's degree or professional industry related certification is preferred
- Minimum of 3 years of meetings management experience, including the management of multi-day in-person and virtual conferences and events
- Excellent verbal & written communication skills
- Knowledge of Microsoft Office Suite and proficiency with a variety of computer/technology tools; preferably with Mac OS (SAM is a Mac environment)
- Proficient knowledge of website systems and mobile event applications
- Experience working with professional/trade associations/nonprofits is preferred
- A "rolled-up sleeves/get it done" approach to work and role is necessary
- Detail-oriented, with strong, effective organizational, problem solving and time-management skills, including the ability to manage multiple tasks and deadlines simultaneously in a fast-paced, deadline-driven environment
- Must be a self-starter, flexible and adaptable, and work both independently and as a strong team player
- Comfortable managing with competing priorities and competing leadership styles
- Must be comfortable in a completely open and flexible office space environment
- Willingness and ability to travel outside of Austin for multi-day events
- Willingness and availability for calls and meetings outside normal business hours, when needed, due to volunteer schedules

### **Salary/Benefits/Perks**

- Competitive salary range, based on comparable small staff nonprofits/associations
- Comprehensive benefits including health insurance plan with significant company contribution, access to dental/vision insurance and retirement program match
- Standard Paid Time Off (PTO) and paid holidays policies
- Hybrid work environment (mix of in-office/remote work for qualified employees)
- Ongoing training, assistance and opportunities for career development
- Company sponsored volunteer opportunities
- Regular staff outings and team-building gatherings
- Corporate culture that exemplifies our core values: *Build Trust, Seek Clarity, Stay Curious, Champion Growth and Practice Empathy*

**Strategic Association Management (SAM)** is an association management company (AMC) providing professional management services for a diverse array of organizations. An AMC provides creative staffing, strategic and administrative solutions for association and non-profit organizations. At SAM, a team of experienced professionals takes care of day-to-day operations—increasing efficiency and enabling scalability—so volunteers are empowered to pursue their organization's mission. Through long-term partnerships, our clients experience organizational sustainability, growth and, ultimately, transformation.