

Meetings Manager

The [*Ecological Society of America*](#), founded in 1915, is the world's largest community of professional ecologists and a trusted source of ecological knowledge, committed to advancing the understanding of life on Earth. The Society publishes seven journals and publications and broadly shares ecological information through policy, media outreach, and education initiatives. ESA welcomes and encourages participation by all individuals regardless of age, culture, ethnicity, gender identity or expression, national origin, physical or mental difference, politics, race, religion, sex, sexual orientation, socio-economic status, or subculture. ESA is located in Washington, DC and the position is hybrid and requires 2 days in the office.

Position Overview

The Meetings Manager oversees and organizes logistical arrangements and planning for the ESA Annual Meeting and assigned small meetings and events.

Meeting and Event Management

- Prepare all specifications and signs off on BEOs for all assigned meetings and events
- Coordinate with venue staff and vendors
- Reviews proposals, issues recommendations to supervisor for venue and vendor selection
- Conducts site selection visits and planning trips, when appropriate
- Development of meeting content, updates and posts for the conference website; make website updates as needed
- Coordinate post-event survey process
- Oversee and set up all in house meetings and events to include All Staff events

Budget Management

- Develop budgets in coordination with the Director of the Department
- Ensure expenses remain within budget and revenue goals are met
- Reconciles event bills and vendor invoices for assigned meetings and events

Award Management

- Coordinate the yearly awards lifecycle by working with the subcommittees on submissions and committee review in OpenWater

Qualifications

- BA/BS degree with 4 years of work experience, ideally with a nonprofit membership organization
- CMP or like certification preferred
- Proficient with Microsoft Office software and database applications
- Able to meet deadlines, with an ability to handle multiple tasks with varying timelines and needs
- Ability to work independently and as part of a team
- Strong planning and organizational skills with great attention to detail
- Self-starter with a high level of energy
- Excellent written and verbal communication skills

- Excellent project management skills
- Travel (approximately 10%) which includes weekends

Please send your resume and cover letter with salary requirement to resumes@esa.org with “Meeting Manager” in the subject line. **Application review will begin November 11th.** Interviews for shortlisted candidates will begin shortly thereafter. The position is open until filled.

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