



## **JOB DESCRIPTION**

**Position:** Meetings & Strategic Partnership Manager

**Classification:** Exempt

**Reports to:** Associate Executive Director

### **Job Summary**

This position will be responsible for implementation and execution of meetings and events for an international medical association. In addition, this position will be responsible for coordination of fundraising efforts and reaching fundraising goals. Responsibilities include extensive contact with members, working with committees, and other general support. The assigned client is accustomed to exceptional customer service and timely and accurate responses.

### **Key Responsibilities:**

- Manage exhibitors: process applications, payments, booth placement and collect descriptions;
- Execute logistical aspects of all live meetings including but not limited to: food and beverage, audio visual, room sets, sleeping rooms, and signage;
- Execute logistical aspects of social events which may include but are not limited to: off-site dinners, annual banquet, excursions, and golf tournament;
- Execute multiple-track meetings and workshops held in conjunction with Annual Meetings;
- Oversee Annual meeting course materials (uploading and distribution);
- Oversee Annual meeting evaluation process;
- Work with a multitude of vendors needed for executing events including hotels, audio visual companies, decorators, DMC, etc.;
- Adhere to approved budgets;
- Track and execute logistics of any in-conjunction-with meetings and activities;
- Track and execute logistics of all committee meetings taking place at annual meeting;
- Oversee abstract process from beginning to end;
- Work with the fundraising committee to develop strategies, coordinate fundraising efforts, and serve as the main contact for our industry supporters and vendors;
- Organize phone calls and follow up as necessary with industry vendors, create and foster relationships to continue partnerships and execute terms of agreements with supporters;
- Submit grant and grant reconciliation requests in a timely manner;
- Reconcile meeting-related finances, including hotel bills;
- Provide information for all printed meeting materials;
- Maintain clear, accurate, user-friendly meeting files, calendars, and history;

- Oversee assigned committees, scheduling, reminders, agendas, minutes and executing action items;
- Oversee CME process and ensure compliance with ACCME standards;
- Research and collect the necessary information for current and future venues and services for meetings;
- Work with the planning committee to develop the content and speakers of meetings;
- Develop and oversee all meeting or event-related promotional materials;
- Coordinate speakers (disclosures, handouts, presentations, honoraria, etc.);
- Facilitate international and trainee travel grant process (applications, approval, notifications, room reservations, reimbursement, etc.);
- Evaluate and review educational programs to determine effectiveness of the programs;
- Foster vendor relationships in executing all logistics of in person meetings: hotel contracts, audiovisual, room sets, food and beverage, sleeping rooms;
- Manage meeting and event registration processes including pre-registration and on-site registrations;
- Travel to execute on-site meeting logistics;
- Maintain comprehensive meeting website;
- Ensure shipping of all necessary materials and supplies to and from meetings;
- Serve as main point of contact for any meetings in conjunction with other associations;
- Assist in researching various vendors to find efficiencies and possible cost savings;
- Coordinate RFP process, collecting and creating comparison reports of future venue options;
- Plan necessary site inspections including setting up necessary appointments with appropriate partners and ensuring materials are ready for site visit (diagrams, proposals, etc.);
- Other general support as needed.

### **Desired Qualifications**

- Requires a bachelor's degree in area of specialty and/or 3 years of experience in the field or in a related area. Association experience preferred and meeting logistics required;
- Experience in successful fundraising and working with industry support;
- Excellent negotiation and customer service skills;
- Demonstrated success with service providers including hotel staff, audiovisual contractors, venue facilities, and related organizations;
- Must have the ability to maintain a collected and professional demeanor while under pressure;
- Must be detail-oriented, organized, thorough, and able to handle numerous assignments simultaneously;
- Must be able to follow direction as well as work independently;
- Outstanding communication skills, both written and verbal, as well as the ability to multi-task and pay close attention to detail are necessary;
- Exceptional follow-up skills;
- Teamwork and cooperation within a small staff environment is essential;
- Personal Computer literacy skills (Microsoft Office: Word/Excel/PowerPoint/Outlook);
- Ability to produce professional project outcomes with minimal amount of errors including spelling, punctuation, and grammatical errors;
- Ability to set and achieve deadlines;
- Ability to develop strong relationships that instill trust and confidence;
- Ability to travel nationally and internationally;
- Ability to stand and walk for long periods of time;
- Ability to occasionally work outside standard hours as needed, including evenings and weekends;
- Ability to lift 30 pounds.

## **About Us**

Global Management Partners (GMP) is a full-service association management company (AMC) located in St. Louis Park, MN, providing professional management services to various member organizations. GMP's preferred model is to work with small to medium-sized associations. This niche allows us to provide the high level of personalized attention and outstanding customer service that we value.

GMP is a progressive organization that focuses on values and supports continuous learning at all levels. We believe that innovation, creativity and exposure to the best practices are essential in order to bring new ideas to our clients.

**GMP's Mission:** To empower our clients to thrive, grow and advance their missions through long-term partnerships to reach their fullest potential.

**GMP's Vision:** To make a positive impact globally by sharing our expertise, skills and resources with our partners.

**GMP's Core Values:** Accountability, Commitment, Support, Inclusiveness, Authenticity, and Excellence.

**GMP's Position Statement on Diversity:** Diversity is an integral facet of the global landscape and is a critical component to the success of all professions including association management companies (AMCs). Diversity in its many dimensions including ethnicity, nationality, race, culture, religion, gender, sexual orientation, socioeconomic background, mental and physical abilities, learning styles, values, and viewpoints enriches the work we do internally and with our clients.

Visit our website at [www.gmpartners.org](http://www.gmpartners.org) for further information. We offer competitive salary and benefits to commensurate with experience in a casual but professional work environment.

Good benefits, competitive salary in a casual but professional work environment. Email resume and cover letter with salary requirements to Ron Steffens at [rsteffens@gmpartners.org](mailto:rsteffens@gmpartners.org). No phone calls please.