



JOB DESCRIPTION

Position: Meetings & Education Manager

Classification: Non-Exempt

Reports to: Executive Director

Job Summary

Join an exciting, engaging company that provides a high level of professional and personalized service to our clients which allows them to achieve their goals. You will experience a positive, team-focused work environment while utilizing and growing your skills and talents.

Our team provides a highly responsive environment, which includes high expectations for both strategic and operational tasks including oversight and administration of educational initiatives as identified by the Board of Directors. This position has extensive member contact and requires leadership attributes.

The individual in this position must be professional, well-organized, have strong verbal and written communications and be customer-service focused.

Responsibilities

- Plan and implement the live and online educational programs for the Academy of Neurologic Physical Therapy;
- Address any CEU credit needs for all educational offerings whether in-person or offered via technology;
- Work with committees and Academy leadership on any new educational products;
- Build a strong relationship with Academy leaders and members to ensure trust and confidence;
- Market educational offerings to Academy members and other target audiences;
- Manage budgets assigned to each project;
- Other projects as identified by the Academy leadership, Executive Director
- Other duties or projects as assigned.

Annual Conference Program Management

- Execute logistical aspects of meeting including but not limited to: food and beverage, audio visual, room sets, sleeping rooms, signage, securing temporary staffing, and security;
- Execute logistical aspects of any social activities including but not limited to: off-site dinners, etc.
- Partner with Annual Conference Program Committee to execute multiple-track Annual Conference sessions;

- Manage Cadmium platform and set up of all components for Annual Conference (website, abstracts submissions, proposals review, speaker tasks and evaluations)
- Work with a multitude of vendors needed for executing events including hotels, audio visual companies, decorators, badge system etc.;
- Adhere to approved budgets;
- 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 CEU process to ensure appropriate data will be provided to attendees;
- 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;
- Partner with team on event-related promotional materials;
- Evaluate and review educational programs to determine effectiveness of the programs;
- Maintain comprehensive meeting website;
- 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.

Online Education Management

- Partner with the Online Education Committee to manage timelines, communications for course developers.
- Provide webinar support including recording session via ZOOM; and uploading file to learning management platform
- Partner with online course programmers in their work to support course development
- Monitor Articulate program licenses and whether serving needs of Academy
- Manage Elevate platform supporting the Academy's courses and webinars;
- Manage and reconcile education programming budgets;
- Create timelines and schedules to keep projects on time and on budget;
- Provide reporting analytics on education programs and users
- Provide input on process improvements
- Execute and track developer contracts and honorarium payments
- Provide technical assistance to individual course users by assisting with online account access and inquiries via email and phone;

Combined Section Management (CSM) Conference (managed by APTA but supported for Academy/Sections)

- Work with CSM program committee on programmatic needs, speaker contracts, logistics coordination, manage execution of action items
- Provide various communications to ANPT work groups in relation to their role at CSM
- Liaison with APTA regarding program and logistics entries into Confex event platform
- Coordinate overall timeline and manage deadlines for successful event coordination

- Attend CSM and provide onsite support for ANPT booth, meetings, and events
- Process speaker honorarium payments post event
- Adhere to approved budgets

Required Travel

- Domestic travel (approx. 3 per year)

Desired Qualifications

Association/Society experience preferred.

The successful candidate will have:

- Bachelor's degree from an accredited university preferred or related work experience may be substituted for a degree as follows: 5+ years related experience;
- Personal Computer literacy skills (Microsoft Office: Word/Excel/PowerPoint/Outlook, ZOOM meetings) as well as learning management system platform;
- Ability to communicate effectively through written and verbal communication;
- Knowledge or experience with medical conferences preferred
- Ability to partner with members professionally and manage expectations
- Ability to effectively work and handle numerous tasks, matters, issues and assignments;
- Ability to produce professional project outcomes with minimal number of errors; including spelling, punctuation and grammatical errors;
- Ability to set and achieve deadlines;
- Discipline to successfully work without close supervision;
- Ability to develop strong relationships that instill trust and confidence;
- Ability to adapt to changing priorities;
- Ability to perform well under stressful situations;
- Ability to speak publicly;
- Ability to travel nationally;
- Ability to stand and walk for long periods of time;
- Ability to 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 Roseville, 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 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 for further information. We offer competitive salary and benefits to commensurate with experience in a casual but professional work environment.

Email resume and cover letter to csellner@gmpartners.org