



At Global Management Partners, we're passionate about helping mission-driven organizations thrive. As a full-service association management company, we deliver personalized, high-impact support that empowers our clients to achieve their strategic goals. Our team is known for being responsive, collaborative, and committed to excellence in everything we do—from membership and committee support to communications, marketing, meetings, and operations.

We offer competitive salary and benefits to commensurate with experience in a casual but professional work environment. We offer a flexible work environment where team members can work from home or in our office, and we foster a fun, inclusive, and team-oriented culture that encourages professional growth and innovation.

#### **What We Value:**

- **Accountability** – We take ownership of our work and continuously strive to improve.
- **Commitment** – We go the extra mile to make our clients' work easier and more impactful.
- **Support** – We approach every challenge with empathy and a client-first mindset.
- **Inclusiveness** – We value diverse perspectives and create space for everyone to thrive.
- **Authenticity** – We communicate openly, honestly, and with integrity.
- **Excellence** – We hold ourselves to high standards because our clients' success is our success.

Join us and be part of a team that's making a difference—one client, one project, and one partnership at a time. Learn more at [www.gmpartners.org](http://www.gmpartners.org).

#### **Position: Senior Meetings Manager**

**Classification:** Exempt

**Reports to:** Executive Director

**Last Updated:** 04/24/2026

#### **Job Summary**

Leads strategic meeting planning, manages risks, innovations, budgeting, and supports cross-functional coordination and collaboration. Ensures alignment of meetings strategy with organizational goals.

#### **Meetings Responsibilities**

- Accountable for overseeing all meetings operations, production processes, and event deliverables in full.
- Collaborate with assigned clients to develop and annual meetings and events.
- Manage all registrations for meetings and events as well as support onsite registrations and logistics.
- Maintain comprehensive meeting website and provide support for abstract submissions.
- Produce name badges, marketing materials, conference brochures and other communications as requested.
- Develop and execute comprehensive meetings and events plans including monitoring timelines and schedules to keep projects on time and on budget.
- Manage all aspects of assigned Associations meetings and events each year including coordination of timelines, logistics, registration, catering, AV setup, social and offsite events, dinners, and post-event evaluations.
- Negotiate contracts and work with venues, vendors, and suppliers to ensure quality and cost-effectiveness of projects.
- Manage budgets and reconcile expenses to ensure adherence to financial guidelines for meetings, events, and communications activities.



- Coordinate program planning, abstract management, and speaker communications with input from leadership.
- Oversee all meeting or event-related promotional and on-site materials and maintain a comprehensive meeting website and mobile app.
- Coordinate RFP processes including collection and creation of comparison reports of future venue options.
- Conduct site inspections and appointments with appropriate partners
- Maintain effective relationships with suppliers, exhibitors, vendors, sponsors, and supporters
- Track and fulfill sponsor benefits as agreed upon.
- Source and work with third party CME accreditor to ensure program meets regulations and is compliant.
- Oversee meeting evaluation process and certificates of attendance.
- Evaluate the effectiveness of meetings and communication efforts by analyzing metrics related to event attendance, website traffic, and communication engagement.
- Present insights and recommendations to committees and leadership.
- Ensure data privacy and accessibility compliance.
- Identify meeting and event risks and develop mitigation strategies.

#### **Administrative and General Support Responsibilities**

- Manage phone lines and all other correspondence in a timely and professional manner.
- Maintain an orderly filing system to ensure easy retrieval of documents, records, and reports
- Provide committee oversight and support with managing meetings and conference calls by scheduling, circulating invitations, tracking attendance, agenda and supporting materials, meeting minutes, and action item follow-up.
- Prepare invoices, memos, letters, and other documents
- Assist with researching, assembling, and analyzing statistical data to prepare reports
- Support organizational programs including annual meetings and virtual meetings as requested, including apply for and send CME certificates; manage meeting, sponsorship, abstracts and other event related registrations; procure signage; produce badges, marketing materials, conference brochures and other communications; coordinate with exhibitors and exhibit hall vendors
- Assist with the marketing efforts including but not limited to social media and client communications (creation and distribution of marketing materials including email blasts, social media posts, newsletter, informational brochures, educational products, journal, and other communications materials).
- Assist with maintaining and updating client(s) website, database, and directory to ensure it stays up to date.
- Ensure adequate completion of projects within set budget and timeline.
- Attend and participate in required GMP meetings, trainings, and events
- Displays GMP values.
- Foster a positive and inclusive work environment that encourages teamwork, creativity, and continuous learning.
- Perform other duties or projects as assigned.

#### **Competencies — Senior Manager**

- **Accountability:** Drives major meetings initiatives and innovation.
- **Commitment:** Ensures alignment of timelines and projects to goals.
- **Support:** Anticipates meeting needs based on client strategies.



- **Inclusiveness:** Mentors staff; fosters collaboration.
- **Authenticity:** Maintains accountability on key projects and clearly communicates updates and recommendations.
- **Excellence:** Provides strategic insight and solutions.

### **Minimum Knowledge, Skills, and Abilities**

- High School diploma/GED.
- Minimum of three (3) years of relevant experience in meeting and event management, event budgeting, communications.
- Advanced Microsoft Office and event technology proficiency.
- Advanced meeting strategy, risk management, and contract oversight knowledge.
- Ability to oversee multiple complex initiatives.
- Strong influence and communication skills.
- Expert-level vendor and contract negotiation.
- Strong financial forecasting and budget oversight.
- Expertise in accreditation systems and compliance.
- Ability to manage multiple large, complex events.
- Basic proficiency with modern digital tools, including LLMs, and a willingness to adopt new technology to improve effectiveness

### **Preferred Knowledge, Skills, and Abilities**

- Association/Society experience preferred.
- CMP or equivalent meetings & events planning and execution experience preferred.

**Physical Requirements:** Primarily sitting work, exerting up to 20 lbs. of force occasionally. Primary working while sitting, frequent walking, stooping, crouching, and kneeling; frequent fingering, grasping, typing, talking-speaking clearly, hearing-conversation, and seeing-nearby.

- Ability to assist in client meetings and events.
- Must be able to travel nationally and internationally (2-5 times per year)
- Must be able to stand and walk for long periods of time (minimum of 8 hours) for 2-5 days.

**Work/Environment:** Moderate noise level consistent with an office environment.

**Personal/Physiological:** Interaction with people, working around people, planning of activities, making judgements in emergency situations, delegating work, and holding oneself and others accountable for meeting deadlines and finishing work, frequent changes in duties and volume of work, intra-organizational and client communication.

### **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 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.