



<b>Title:</b> Director, Meetings and Events	<b>Date Reviewed:</b> 1/2022
<b>Incumbent:</b>	
<b>Supervisor &amp; Title:</b> Vice President, Membership & PR	
<b>Date in Position:</b>	

**Position Summary:**

Oversees and manages AFIA meetings and events, such as the Purchasing & Ingredient Suppliers Conference (PISC), Feed Industry Institute (FII), Board Meetings, Liquid Feed Symposium (LFS), Equipment Manufacturers Conference (EMC), Executive Leadership Summit (ELS), several off-site committee meetings and webcasts. In addition, part of the management team for the International Production & Processing Expo (IPPE).

**Position Responsibilities:**

- Oversee the planning and successful execution of AFIA meetings, including but not limited to overall timeline and planning, programming and coordinating with the lead staff contact, logistics, budget, hotel/site selection and contractor negotiations, meeting room arrangements, speaker coordination, promotional materials, menus, tours, audio-visual equipment needs, signs, promotion, vendor contracts, hotel relationships, webpages for events, post-conference survey analysis and on-site management.
- Develops and administers budgets, meeting history including costs, attendance and final program analysis. Works with chief financial officer to develop meeting budgets.
- Manages program development and marketing of the association’s meetings and assists with trade show management including the IPPE.
- Oversees sponsorship program development and implementation for AFIA meetings.
- Oversees marketing and technical support aspects of AFIA’s webinars, both paid and non-paid webinars.
- Manages direct reports as well as multiple external vendors, suppliers and service providers.
- Staff contact for the PISC committee.
- Cultivates member relationships and responds to member requests in a timely fashion.
- Back-up meeting registration on an as-needed basis.
- Ability to travel 6-8 times typically per year.
- Other tasks as assigned.

**Knowledge and Experience:**

- Bachelor’s degree and 8 years work experience.
- Excellent organizational, communication and planning skills.
- Superior customer service ethic and experience.
- Demonstrated innovation in conference and meeting management and implementation.
- High attention to detail, adherence to deadlines/timelines and ability to motivate others related to timelines.
- Knowledge of best practices in convention and meeting management.
- Experience preparing and managing budgets.
- Adept at contract negotiation with thorough knowledge of legal issues and contract language in the hospitality industry.
- Experience managing vendors and contractors related to convention and meeting management.

- Ability to prioritize and balance numerous tasks with accuracy and speed, and maintain composure under pressure.
- Poised and experienced manager, team-builder and problem solver.
- High-energy team player easily collaborating with several association departments.
- Proficient in Microsoft Office Suite programs including Word, Outlook, PowerPoint and Excel, Adobe.
- Experience preferred with HTML/webpage updating or use of a content management system (CMS).
- Experience with an association management system (AMS); preference for Association Anywhere by ACGI.
- Excellent verbal and written communications skills.
- Ability to build and maintain a positive working relationship with colleagues and members.
- Self motivated and capable of multi-tasking with minimal supervision.

**Support Resources Available:**

- U.S. Poultry & Egg Association and North American Meat Institute event management team for IPPE
- Registration & Events Specialist
- Meetings & Events Specialist
- Allied associations and related resource groups
- Membership to Meeting Planning Industry group (subject to yearly approval)

**Location:**

Arlington, Virginia. Please note, AFIA employees are currently working remotely. The intent is for employees to return to the Arlington, VA office three days a week on a permanent basis in early 2022.