



**Are you a collaborative, adaptable team player with a passion for transforming mission-driven organizations? Strategic Association Management (SAM) is seeking a self-starter with a track record of independently managing multiple projects in a customer/member-facing environment to fill the role of Meetings Manager.**

The Meetings Manager plays a key role in executing the full management of a wide array of in-person and virtual association meetings and events including annual conferences, regional events, board meetings and other events.

The Meetings Manager must be a skilled project manager who is self-motivated and demonstrates the ability to collaborate with other employees in fast-paced, flexible environment. Attention to detail and excellent time management skills are essential in this position. An active, positive response to a variety of challenges and time pressures is also required. The duties of this job require a high degree of specialized expertise and skill in maintaining established standards of quality and accuracy. Drive, determination, strong collaboration, and a self-disciplined approach to achieving results that meet these established criteria are necessary for successful job performance.

**JOB TITLE:** Meetings Manager  
**SALARY RANGE:** \$55,000 - \$71,000  
**FLSA STATUS:** Exempt  
**REPORTS TO:** Director of Meetings & Events  
**LOCATION:** Hybrid (Austin area) or Fully Remote (Outside of Austin; Texas residents only)

### **Primary Responsibilities of the Position**

*Responsibilities may include the following for multiple associations:*

- Responsible for overseeing all aspects of planning and execution of all in-person and virtual meetings and conferences for multiple partner associations
- Manage existing and new contracts with venues and third parties including but not limited to general services, audio visual, transportation, and security
- Create and manage appropriate meeting timelines, ensuring timely completion, and communicating status updates and clear expectations for conference execution
- Manage and strengthen vendor relationships to ensure clarity of and acceptance of the organization's goals and expectations
- Oversee service contracts and deliverables for all aspects of conference services including, but not limited to, general services, audio visual, transportation, etc.
- Manage exposition hall and exhibitor deliverables and ensure compliance with venue guidelines (general services, audio visual requirements, budgeting, customer services)
- Plan and manage all conference food and beverage functions and offsite social events, including menus, guarantees, dietary restrictions, budgeting and payments
- Manage housing blocks, monitor room block pickup and pattern to ensure no attrition paid, reserve hotel rooms and arrange payment details for Board members, Speakers, VIPs and staff
- Collaborate with Communications staff to support conference promotions, before, during and after the conference
- Create and manage conference budget and income collection to ensure fiscally responsible funds management, working within budget guidelines in order to track, measure and report expenses
- Oversee conference schedule, prepare event specifications and run of show

- Manage internal and external staff operations during the planning phase and onsite, as well as manage internal and external pre-conference meetings
- Support the planning and execution of educational programming

### **Experience & Skills Required and Preferred**

- Bachelor's degree or professional industry related certification is preferred
- Minimum of 3 years of meetings management experience, including the management of multi-day in-person and virtual conferences and events
- Excellent verbal & written communication skills
- Knowledge of Microsoft Office Suite and proficiency with a variety of computer/technology tools; preferably with Mac OS (SAM is a Mac environment)
- Proficient knowledge of website systems and mobile event applications
- Experience working with professional/trade associations/nonprofits is preferred
- A "rolled-up sleeves/get it done" approach to work and role is necessary
- Detail-oriented, with strong, effective organizational, problem solving and time-management skills, including the ability to manage multiple tasks and deadlines simultaneously in a fast-paced, deadline-driven environment
- Must be a self-starter, flexible and adaptable, and work both independently and as a strong team player
- Comfortable managing with competing priorities and competing leadership styles
- Must be comfortable in a completely open and flexible office space environment
- Willingness and ability to travel outside of Austin for multi-day events
- Willingness and availability for calls and meetings outside normal business hours, when needed, due to volunteer schedules

### **Job Characteristics and Considerations**

- Excellent interpersonal skills: patience, teamwork/collaboration, listening skills, compassion, outgoing, tactful, flexible/willing to adapt, professional
- A "rolled-up sleeves/get it done" approach to work and role
- Ability to take direction and re-direction professionally as well as work independently
- Regularly practices and demonstrates SAM's Core Values in approach to work
- Detail-oriented, with strong, effective organizational, problem solving and time management skills, including the ability to manage multiple tasks and deadlines simultaneously in a fast-paced, deadline-driven environment
- Must be a self-starter, flexible and adaptable to change, and work both independently and as a strong team player
- Willingness and ability to travel outside of Austin for multi-day events
- Willingness and availability for calls, meetings, and some project deadlines outside of normal business hours, when needed, due to the volunteer schedules
- SAM is a hybrid work environment (work from home and office). When working in office employees must be comfortable working in a completely open and flexible office space environment

### **Employee Experience**

- The SAM staff team and culture reflects passionate individuals who create meaningful experiences through engaging and creative service and by honoring a diversity of thought and experience.
- Our values are defined by the active way in which we work to achieve them. In everything we do, it's critical that we consider the ways in which we: Build Trust, Seek Clarity, Stay Curious, Practice Empathy and Champion Growth. [LEARN MORE ABOUT OUR CORE VALUES.](#)
- SAM is committed to creating and maintaining an employee experience that provides meaningful recognition and incentives, fosters inclusivity and belonging, and ensures

- professional and personal development and growth.
- The SAM Total Rewards program represents a robust, employee-driven engagement and incentive our program that intentionally addresses seven key elements that make up the comprehensive employee experience: Compensation, Benefits, Well-Being, Development and Support, Community Impact, Work Environment and Resources, and Diversity, Equity, and Inclusion. [LEARN MORE ABOUT SAM TOTAL REWARDS.](#)

### **Join Our Team: Two Steps to Apply**

1. Email a cover letter of interest and current résumé to [jobs@sam-firm.com](mailto:jobs@sam-firm.com)
2. All applicants are required to complete an online Predictive Index assessment prior to be considered. To access the assessment, please paste this link in your browser:  
<https://assessment.predictiveindex.com/dpT/1dff8578-1044-4e33-843c-b00b11b64a84?type=candidateba#page0>

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**Strategic Association Management (SAM)** is an association management company (AMC) providing professional management services for a diverse array of organizations. An AMC provides creative staffing, strategic and administrative solutions for association and non-profit organizations. At SAM, a team of experienced professionals takes care of day-to-day operations—increasing efficiency and enabling scalability—so volunteers are empowered to pursue their organization’s mission. Through long-term partnerships, our clients experience organizational sustainability, growth and, ultimately, transformation.

*SAM will provide equal opportunity to all employees and applicants for employment regardless of actual or perceived race, color, national origin, citizenship status, age, religion, disability, sex, pregnancy, sexual orientation, gender identity, military or veteran status, genetic information, or any other category protected by applicable law*