

## **MEETINGS & EVENTS MANAGER POSITION DESCRIPTION**

We are currently seeking a Manager to join our exceptional Meetings & Events team. Reporting to the Senior Director of Meetings & Events, this role will be responsible for working collaboratively to coordinate planning for all association meetings and conferences to include; ensuring the quality of pre-meeting preparation, on-site logistics, registration and budgeting. The manager will be primarily responsible for the logistics of two Auto Care events, has a strong logistical role in 50% of the remaining association events and supports the remaining association program and events.

### **Conference & Event Responsibilities**

- Manage the logistics and on-site details of approximately three association events within conference budget
- Strong role in detailing and implementing logistics for annual Fall Leadership Days and Legislative Summit (occurs every other year)
- Work in tandem with staff liaison and volunteer committee in execution of events and budget for Women in Auto Care events, YANG, Connect and Fall Leadership Days
- Coordinate and manage site selections and RFP process for specific Auto Care events
- Assist in contract negotiations with hotels and vendor companies
- Supporting registrar responsibilities for all Auto Care events
- Assist in the selection and lead implementation of a corporate social responsibility component for events
- Oversee execution of conference related sponsorship benefits and ensure ROI for Auto Care events as needed (namely Women in Auto Care, YANG, Fall Leadership Days)
- Generate attendance, sponsorship, and revenue reports
- Prepare conference materials for promotion
- Assist in coordination and preparation of conference materials shipment
- Provide on-site staffing support for all Auto Care events as needed
- Manage vendor relationships and deliverables to include but not limited to hotel, AV, food/beverage vendors, entertainment & transportation
- Assist in the development and implementation of processes and procedures to help enhance the experience for all Auto Care events
- Assist in the creation of Auto Care program budgets and bill reconciliation
- Oversee event app fulfillment and content creation as needed

### **General Department Responsibilities**

- Meetings & Events department liaison for audit process with accounting department
- Work closely with Technology Department in the management and implementation of internal project management software
- Supports Operations and HR in planning and execution of staff events

### **Qualifications**

- Bachelor's degree in event planning, communications, marketing, or related field is strongly preferred
- 2-4 years of meetings and events experience including, but not limited to, destination and site selection, contract negotiation (hotels, convention centers, budgeting, AV and decorating vendors, food and beverage, entertainment, registration and housing vendors) and conference setups

- Must be proficient in MS Office, experience with Association Management Software and project management software, and must be capable of managing multiple tasks simultaneously
- Excellent written and verbal communication skills and strong customer service skills are essential
- Understanding of data analytics for meetings and events.
- Proven negotiation and budgeting skills are a plus.
- Must be detail oriented/deadline driven and possess ability to problem solve and work in a team environment
- Position requires the availability for frequent travel (approximately 35%)
- Position requires the ability to lift heavy objects to 30 pounds, stand for at most two hours and be comfortable working independently in public areas and with frequent interaction with attendees and guests.

The Auto Care Association is the voice for the auto care industry—a coast-to-coast network of 500,000 independent manufacturers, distributors, parts stores and repair shops offering quality, choice and innovation for drivers. The Auto Care Association keeps its members ahead of the curve so they can continue to serve every kind of vehicle on the road today—providing parts and services designed to make vehicles last longer, perform better and keep drivers safer.

At Auto Care Association, we recognize and appreciate the importance of creating an environment in which all employees feel valued, included, and empowered to do their best work and bring great ideas to the table. We recognize that each employee's unique experiences, perspectives, and viewpoints add value to our ability to create and deliver the best possible service, technical assistance, and research to members and partners.

Diversity, equity, and inclusion (DEI) for us represent both a business necessity and a core belief. These concepts represent a fundamental value and code of behavior that impact our daily interactions and decisions. DEI is the result of respecting, valuing, and caring about others and the lives we touch through member engagement, our products, messaging, and operations.

Auto Care Association is committed to providing an inclusive and welcoming environment for all members of our staff and does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of our activities or operations.

If you are a dynamic professional with shared beliefs and the above qualifications, we would like to hear from you.

Please send your resume and cover letter to: Lea Diamond, Senior Director of People Operations, Auto Care Association, at [autocarejobs@autocare.org](mailto:autocarejobs@autocare.org).