



ENA Open Position

Position Title: Meetings Manager
Department: Meeting Services
Reports to: Director, Meeting Services
Supervises: Meeting Planner, and Meeting Services Coordinator

GENERAL SUMMARY

The Meetings Manager is responsible for the management of all ENA event logistics including but not limited to logistical planning and onsite coordination, vendor contracting and management and budget reconciliation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversees the planning and management of logistical functions for all ENA events including vendor management, registration, space planning, housing, food and beverage and other related logistics.
2. Works directly with the department Director to participate in RFP and contracting processes for various meeting support vendors and event housing.
3. Creates and oversees the development of annual conference layouts
4. Manages the day to day execution of the annual Emergency Nursing conference Workplan. Works with other departments to ensure all conference timelines are being met.
5. Oversees the review and reconciliation of post-meeting invoices for all ENA meetings and events.
6. Participates in the annual budget preparation and reconciliation processes for all meetings and events.
7. Participates in site selection and planning visits as directed by the Director of Meeting Services.
8. Supervises the fulfillment process to ensure that all Exhibit Hall orders, needs, tasks are being managed properly. Will also ensure that meeting signage, CAD layouts and set-ups are facilitated as planned.
9. Empowers employees to take responsibility for their jobs and goals. Delegates responsibility and expects accountability and regular feedback.
10. Collaborates with ENA Human Resources for the recruiting, onboarding, retention, professional development and performance management of staff.
11. Contributes to the workplace culture that is consistent with the association's culture statement and emphasizes the mission, vision and values of the organization.

12. Displays a high level of accountability, taking responsibility for individual actions and the impact on the organization. Views oneself as a reflection of the organization by following through on commitments and accepting ownership.
13. Performs other duties as required or assigned.

QUALIFICATIONS

Required:

- Bachelor's degree in Business or related discipline
- Minimum of 5 years of demonstrated management experience in exhibits, meetings and events.
- Experience with registration and housing software platforms

Desired:

- Project management experience
- Hotel and/or Association management experience
- CMP designation (Certified Meeting Professional)

KNOWLEDGE, SKILLS, AND ABILITIES (Required)

- Excellent organizational skills with ability to work well under pressure
- Excellent collaborative communication and interpersonal skills
- Experience planning and executing educational programming
- Team-oriented, including strong leadership skill, and ability to work independently
- Ability to collaborate, with appropriate leadership qualities
- Team-oriented, including strong leadership skill, and ability to work independently
- Detail oriented
- Ability to manage projects and prioritize multiple and varied tasks within established deadlines
- Advanced computer proficiency in Word; relational data base systems including Access and Excel; Power Point
- Ability to interface with staff and external relationships in a professional manner

PHYSICAL DEMANDS

Nature of work requires an ability to operate standard business office equipment. Requires ability to communicate verbally and in writing in an exchange of information; collect, compile and prepare work documents; set-up and maintain work files. Travel is required for site visits and event execution. Use of the computer, with repetitive motion, is approximately 70%. *More detail is available from Human Resources.*

WORKING CONDITIONS

Majority of work is performed in a general office environment. (Position occasionally requires availability for extended hours to perform job duties.)

To formally apply please submit your cover letter and resume to Jobs@ena.org

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.