



## Director, Conventions and Meetings

Ready for a career-changing leadership position in the events industry?

SB is looking for an expert in association convention planner who is ready to take on the next stage of their career.

Position is 100% remote.

This position is for a strategic and experienced association convention management professional with a focus on managing a 4 – person staff and the ability to manage a dynamic environment. This department provides convention logistics support for SB association clients.

Directors at SB are expected to be leaders in their respective fields; they demonstrate this through effective leadership, team building, ensuring excellent team performance, and high levels of client satisfaction. In addition to your salary, we offer the opportunity to be a senior leader in a rapidly growing company that is leading the way for in-person & hybrid conventions.

The meetings department is responsible for:

Convention Budget/Forecasts	Food and Beverage Management
Event Specifications	Special Event Management
Site/Venue Selection and Contracting	Decorator Management
Housing Management	Onsite Management
Vendor Management, Negotiation and Contracting	

### Staff Management – 30%

- Supervise/coach current staff of 4
- Train staff in best practices
- Organize and oversee schedules and project management of department staff
- Assign, manage and supervise work in Teamwork project for staff manager(s) based upon clients' scope

### Client management – 20%

- Be main convention logistics lead and POC for largest client.
- For other clients, meet with department/team staff for an internal kick-off call
- Define process of work with client and introduce staff POC
- Oversee department staff who are the client POC; or serve as department POC for larger client(s)
- Backup for client work
- Monitor contract and hours to ensure working within scope

### Department management 40%

- Oversee development of all deliverables, event specs and other work products
- Create processes/workflow templates for convention logistics
- Continuously develop new and valuable ideas for logistics work and management
- Develop new service of site selection/sourcing

- Create templates for department work as needed
- QC Department's work and ensure all SB standards are being met
- Develop/manage organizational management strategies or processes
- Learn new Airtable technology to support departmental needs

**Senior Leadership Team 10%**

- Be a member of the SLT; participate in weekly project health meetings & bi-annual in-person meetings

**Essential Duties/Responsibilities:**

- Work closely with association clients to determine meeting objectives, planning timeline, and event budget
- City/venue site selection
- Create RFPs and manage vendor selection
- Manage logistics for in-person and hybrid client conferences (set-ups, F&B, AV, IT, decorator, etc.)
- Compile meeting specs for distribution to client, vendors, and facilities
- Prepare necessary collateral and logistics/shipping
- Manage housing blocks/pick-up and cut-off dates/commission invoicing & collection
- Travel to meetings to provide onsite logistics management
- Review, reconcile, and submit final billing for approval

**Requirements:**

- Preference for multi-client agency background
- Demonstrated success in the management of people/teams
- Minimum 10 years' experience in convention management with leadership roles
- CMP preferred
- Detail-oriented with excellent analytical, communication, time management, project coordination, and organization skills
- Exceptional written and verbal communication skills
- Strong work ethic with an enthusiastic, positive attitude, and the highest level of integrity
- Commitment to proactive follow-up
- 20% travel

Position is 100% remote.