



NDIA POSITION DESCRIPTION: Meetings Manager

Reports To: Assigned Director, Meetings

Job Summary: This is a newly created full-time exempt position where the individual manages and plans a portfolio of webinars, meetings, conferences, and events for two NDIA affiliates - Emerging Technologies Institute (ETI) and Women in Defense (WID). See below for descriptions of both.

Emerging Technologies Institute (ETI)

The Emerging Technologies Institute was founded in 2021 to provide leadership, bolster public awareness and create independent, reliable research about the technologies critical to our nation's economy and national defense. Staffed by researchers and subject matter experts and backed by a preeminent advisory board, ETI focuses on the modernization priorities that integrate cutting-edge technological advancements in the private sector with the DOD's future warfighting needs.

Women in Defense (WID)

Women In Defense (WID) engages, cultivates, and supports the advancement and recognition of women in all aspects of national security. Incorporated in 1985, this empowerment organization provides women a business environment for professional growth through strategic networking, education, and career development.

Duties:

- Manages, plans, coordinates, and executes all logistics for assigned conferences, meetings and events for each affiliate as listed below (subject to change)
 - ETI**
 - Quarterly Workshop
 - Multiple webinars
 - Two conferences
 - Council meetings
 - WID**
 - Women Inspired to Serve
 - WID National Conference
 - WID Scholar Event
- Responsible for all meeting logistics; including site selection (as necessary), hotel negotiation and contracting, food & beverage selection, audio/visual, attendee and exhibitor registration set-up, award management, venue coordination, speaker logistics, on-site management, post-conference financial reporting, post-show reports, formatting and posting of proceedings, and other logistics actions required to produce a successful event.
- Sell and manage tabletop exhibit booths for assigned smaller meetings and conferences.
- Coordinates and collaborates with the exhibits team to ensure open communication.

- Develop sponsorship opportunities, in coordination with the Director, Exhibits & Sponsorships and the specified Affiliate. Some sponsorships are very complex in nature.
- Responsible for sponsorship sales and fulfillment as specified.
- Responsible for communicating all details of the planned events with the Affiliates.
- Responsible for event website development, management, and maintenance.
- Pre-event responsibilities for assigned events include producing attendance data, name badges, rosters, and financial reports; and coordinating follow-up with vendors, hotels, speakers, exhibitors, Committees, Divisions, and client POCs on logistics.
- Coordinates develops, produces, and distributes event marketing materials to include, meeting brochures/agendas. Works with Marketing to produce creative briefs, event themed graphics, postcards, conference proceedings, 'house ad' materials for placement in *National DEFENSE* magazine and additional publications and other similar media as requested.
- Performs financial duties which include development of detailed budgets for assigned meetings, monitoring budget execution, participating in monthly budget reviews as required, processing refunds, and performing other administrative financial post-conference actions.
- Other duties to include additional general support and coordinating functions as required by the assigned Director, demonstrating, and promoting teamwork and cooperation within and across teams, and across NDIA and its affiliates and further demonstrating respect and professional courtesy to other NDIA staff members.

Candidates must display NDIA's Core Values

Accountability
 Collaboration
 Customer Focus
 Ethics
 Professionalism
 Teamwork

Internal Relationships: Reports to assigned Director, Meetings. Maintains close and frequent contact with the Meetings, Divisions & Partnerships Team and ETI and WID stakeholders. Collaborates with the Marketing and Program Development, as well as other NDIA teams.

EXTERNAL RELATIONSHIPS: Has extensive contact with NDIA partners, including, hotels, speakers, exhibitors, members, Divisions, Committees, and other agencies providing services for assigned meetings.

Job Requirements:

5 years' experience as a meeting planner
 CMP preferred
 Travel as required
 Excellent customer service
 Experience in NetForum, Sitecore and Adobe InDesign preferred