**Manager, Meetings and Membership**

The Snow & Ice Management Association (SIMA) is an international trade association based in Milwaukee, WI seeking a professional to take a lead role in strategy and execution of its membership resources and meeting planning. Duties and responsibilities include:

Meeting and Event Planning

* Managing and planning an annual conference with trade show consisting of 1,000+ attendees from throughout North America.
* Speaker management and coordination including collecting proposals, working with volunteers on speaker selection, and audio & visual coordination.
* Working with hotels and convention centers on meeting logistics such as food and beverage, event setup and meeting room layout.
* Participate in contract negotiations and meeting site selection.
* Coordinate regional and online meetings and events.
* Manage annual awards and recognition program.

Membership

* Developing, testing and implementing member benefits programs in a team-oriented setting.
* Manage membership invoicing and produce member reports.
* Create concepts for marketing materials, publish web updates and work on strategic member development programs.

Other

* Become proficient in member database software and ability to create reports.
* Working with member volunteers to obtain knowledge and achieve objectives.
* Working with a small staff to manage program delivery and outcomes.
* Ensure constant program improvement.

The ideal candidate must enjoy a small office environment, have excellent interpersonal communication and organizational skills, able to handle multiple tasks, be responsive to requests, and work as a team. Technical skills include ability to use web-based database (Contact Management System), Microsoft Office Suite and/or Google Docs. Must be a self-starter and self motivated. Creativity encouraged, 3-4 week of travel per year required.

Remote employment considered. 2+ years experience and salary commensurate with experience. Retirement plan, health and dental insurance available. Send resume, cover letter and salary requirements to [martin@sima.org](mailto:martin@sima.org) by **Friday, April 4, 2014**. Call Martin Tirado, CAE, Executive Director at 414-375-1940 with questions.