

August 2018

AMPED Association Management is a full-service association management firm, handling all aspects of associations with the care and expertise members expect. We are the headquarters for state, national and international trade, professional, medical and scientific nonprofit associations with offices on the Capitol Square in Madison, WI; off King Street, two blocks from the Potomac, in Old Town Alexandria, VA; and in downtown Glenwood Springs, CO—right in the Rocky Mountains.

As we add new clients and transition staff over the next few months, we are excited to add the following full-time position offering a competitive salary and great benefits.

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### **Meetings Manager** (*2+ years' experience in association meeting planning*)

Seeking an experienced meeting planner to manage the strategy and planning of multiple AMPED client association meetings and special events including annual conferences, educational seminars, board meetings and more! The ideal candidate is extremely organized and efficient with time management, has experience planning complex meetings with multiple concurrent events, excels at solving logistical challenges and thrives in a high energy team environment. If this describes you, apply today to become an important part of an exciting and diverse team of professionals at AMPED.

Specific job responsibilities include:

- Manage the strategy and planning of meetings and special events for client organizations
- Maintain and manage meeting planning timeline for pre, onsite and post meeting that enables and anticipates long-term planning and effective event management
- Source venues, prepare and distribute RFPs, coordinate and conduct site visits with top venues and lead contract negotiation process
- Source external suppliers (e.g., DMCs, exhibit show managers, etc.), prepare and distribute RFPs, lead contract negotiation process and manage affiliate relationships
- Determine client service needs with regard to catering, security and rental needs, as well as audiovisual and other meeting technology needs (e.g., mobile app, abstract management, etc.)
- Recommend and engage catering, acquire supporting technology and coordinate development of materials to execute a quality event
- Supervise, direct and coordinate the activities of personnel, subcontractors and vendors as required to successfully execute all aspects of the event on the scheduled delivery day
- Identify potential revenue streams and determine sponsorship and exhibit opportunities/levels associated with each event
- Manage exhibit and sponsorship sales and ensure all benefits are implemented
- Track registration pace and overall counts, as well as maintain attendance records
- Determine fiscal requirements, prepare budgetary recommendations and monitor Board approved event budgets
- Partner with client Executive Director and/or volunteer program committee to determine educational content
- Establish communication protocols and operating procedures with client Executive Directors, communications staff and volunteer program committees to effectively promote events to target audiences
- Assist in PR activity including the publication of press releases of events
- Manage speaker communication and logistics pre-event and onsite to ensure preparedness to provide effective presentations and materials
- Provide logistical content for meeting website



The mission of AMPED is to perfect operations  
and accelerate growth for the associations we manage.



- Review banquet event orders to ensure food and beverage minimums are met, all needs are satisfied, proper guest counts are submitted, and dietary restrictions are observed
- Review meeting space, manage room assignments and determine room sets
- Determine staff travel schedules, roles and responsibilities
- Coordinates all speaker, VIP and staff amenities and accommodations
- Identify all aspects of event risk assessment and crisis management planning strategies
- Trouble-shoot and smooth issues relating to the successful execution of the event program
- Develop and execute all necessary follow –up with subcontractors, sponsors and client groups
- Provide post-event analysis, budget recaps and participant feedback and incorporate learning into future plans
- Develop event reports and distribute as required to sponsors, participants and others

Characteristics and talents:

- Passionate go-getter with a knack for details, logistics and the ability to adapt to ever-changing client environments in the Association Management Company business model
- Continuously seek opportunities for improvements, efficiency, growth and evolution
- Strong, positive work ethic with excellent communication skills (both written and spoken)
- Be able to travel 4-8 weeks per year, including internationally

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Individuals who are a good fit for our company live our mission of perfecting operations and accelerating growth for the associations we manage. We live our mission through our core values of community, innovation, transparency and fun!

Interested applicants: please send resume and salary history to Diana Peterson at [dpeterson@manageassociations.com](mailto:dpeterson@manageassociations.com)

We appreciate referrals so please pass this along to anyone you think might be interested!



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