

Meetings Director Position Description

@ 09-15-2025

General

Association and Society Management International (ASMI) is a full-service association management company in Falls Church, VA and serves 14 not-for-profit organizations. Industries include trauma, emergency medical services (EMS), homeland security / emergency management, ballistics, occupational therapy, and manufacturing trade associations.

This position is for an association management or events professional with experience in conference and meeting production. The role provides event and project management and service to ASMI and its clients. Responsible for coordinating successful execution of client objectives, including site selection and facilities negotiation, program planning including budget development and reconciliation, meetings execution to include coordination with meeting venues and offsite events, onsite staffing and follow-up. The role is primarily assigned to produce meetings for the International Association of Emergency Managers (IAEM), the National Association of State EMS Officials (NASEMSO) and the National Homeland Security Association (NHSA) as well as smaller meetings for other clients. The Meetings Director may also supervise an Events Coordinator and other staff.

Salary

Commensurate with experience. Full-time, permanent position.

Reporting

The position reports to the ASMI President, and team leaders as appropriate.

Specific Tasks

Estimated
annual hours:
1,400

Conference & Meeting Management

- Work with account executive and other staff to negotiate, execute and manage facility, catering, show decorating, audio-visual, optional and offsite activities, photography, speakers and other contracts needed to support client events.
- Work with communications department to produce and implement events promotional plans.
- Issue requests for proposals (RFPs) based on event specifications, collect bids, do site visits as needed, summarize options using ASMI template and assist account executive to present to client leadership to finalize site selections.
- Assist with budget projections based on fixed and variable cost scenarios.
- Monitor hotel room blocks, work with account executives to minimize attrition risk and maximize attendance, capture usage histories.
- Track negotiated amenities and concessions, and work with account executive to assign them.
- Prepare banquet event orders, work with account executive to make food & beverage estimates and guarantees within client budget.
- Work with show decorating service and facilities to arrange necessary room and function set-ups, staging, signage and other details.
- Plan client onsite presence at industry shows including booth display materials arrangements.

Specific Tasks	Estimated annual hours:
Program Management	300
Serve as staff liaison to committees for clients as needed, providing administrative support. This may include: • Speaker coordination, travel arrangements and claim reimbursements, finalization of presentation plans, A-V arrangements; • Program assembly and updates, including document formatting and layout or securing graphics design services for same; • Coordination of “satellite” or add-on events that piggy-back on ASMI client gatherings; • Committee coordination with agenda prep, meeting notices, note-taking, assignment tracking and other duties required to successfully produce the conference program; • Review draft client newsletters to ensure that details for programs supported by the role are accurate and complete. • Assist executive director with review and reporting of financial performance of client activities. • Assistance promoting and implementing client sponsorship programs	
Virtual Events	50
Serve as staff liaison for clients as needed, providing administrative support for webinars and other online education. This may include: • recruiting and liaising with speakers and moderators; • setting up virtual platform and registration; • acting as online director, conducting polls, troubleshooting technical issues, recording sessions; • providing post event analytics.	
ASMI Corporate Duties	175
As assigned. May include: • Mentoring and assisting with onboarding of new staff; • Helping coordinate ASMI activities; • Assist with new business opportunities as needed; • Work with Finance Director to track commissions and other concessions.	
General Assistance – other duties as assigned may include staff training & personnel assistance to mentor and onboard new staff, special projects and others according to employee’s skillset.	200
Total	2,125

Annual hours indications for each task are estimates, and assignments may be adjusted. Full-time ASMI employees are expected to work 40-45 hours per week. (50 weeks x 42.5 hours = 2,125).

Professional Accountability

- Enter work time in 15-minute increments using ASMI web-based time-tracking system (currently Replicon) utilizing task and activity labels and comments fields.
- Submit timesheets by close of business on Friday of each week unless work is planned for Saturday and no later than noon on Monday when weekend work obligations occur.

- Submit travel and expense reimbursement forms to include applicable allocation codes no later than 30 days post travel conclusion or expense incurrence.
- Consult supervisor as soon as competing priorities threaten completion of one or more tasks by the established internal or external deadline.
- If the position is eligible for telecommuting: notify supervisor about short term absences during normal business/scheduled hours that are due to travel or not associated with vacation, sick, or other leave requests.
- Maintain client work documents on the shared drive per ASMI's document retention policy; regularly transfer files that might have been drafted offline / on individual desktop.
- Conform to all ASMI Policies & Procedures as defined in the Employment Manual.

Job Requirements

- A Bachelor's degree is required along with relevant work in the hospitality industry or a non-profit organization, or similar experience.
- Certified Meeting Planner (CMP) designation or equivalent preferred.
- Candidate must be extremely well-organized and task-oriented and be accurate with an attention to detail. Must be comfortable with multi-tasking and be able to adjust to shifting priorities. Must be able to work with limited supervision and successfully within a team.
- Experience with proposal development is a plus.
- Candidate also must be able to use Microsoft Office Suite software including Outlook, Word, PowerPoint and Excel.
- Experience with Association Management Systems (AMS) or other complex databases is a plus. Be able to rapidly learn and use new software.
- Experience with audio-visual equipment and applications is preferred.
- Familiarity with mobile conference app construction and use is a plus.
- Good communications skills including writing skills are necessary.