



Job Description: Senior Meeting Planner – Conferences & Meetings

Reports To: Managing Director, BD & Convenings

FLSA Status: Full-time, Exempt

Location: Washington, D.C.

Background

The National School Boards Association (NSBA) is a federation of state associations and the U.S. territory of the Virgin Islands that represent locally elected school board officials serving approximately 51 million public school students regardless of their disability, ethnicity, socio-economic status or citizenship. Working with and through our state association members, NSBA advocates for equity and excellence in public education through school board leadership.

We believe that public education is a civil right necessary to the dignity and freedom of the American people and that each child deserves equitable access to an education that maximizes their individual potential.

Position Summary

The National School Boards Association (NSBA) seeks a highly conscientious and experienced Senior Meeting Planner to join the Conferences and Meetings team. The senior meeting planner will manage and assist in key phases of conference and meetings contracting, logistical planning, budgeting, and management for NSBA's Annual Conference and small to mid-sized conferences.

Primary Responsibilities

- Plans, manages and assists in the execution of logistical aspects of NSBA small to large meetings and advises program staff on conference/meetings budgets.
- Lead Convenings team member to oversee the NSBA Annual Conference Headquarters Hotel including but not limited to: BEO's, Audio Visual, Delegate Assembly set up, signage, off site registration, temp staffing and all affiliate programs at the headquarters hotel.
- Engage, interact, and communicate across all meetings and conferences program directors to ensure all specs for meetings are accurate.
- Leads the conference hotel sourcing and contracting processes to ensure it meets NSBA's preferred standard language and concessions submitting contracts to General Counsel's office and submitting for counter signature.
- Leads the sourcing of caterers, offsite event venues, audio-visual contractors and other appropriate conference/meeting vendors for assigned meetings.



- Lead convenings staffer working with NSBA housing bureau to prepare and manage housing blocks for NSBA Annual Conference which include conference leadership/delegate assembly/committee groups, CUBE, COSA, staff, vendors, musical groups, and speaker housing assignments. Creates and Manages hotel master accounts. Conducts post-meeting invoice reconciliation to include bill review, program allocation, correction, and payment request/submittal.
- Creates and updates conference/meeting specifications for venue and event vendors, serves as main event management contact onsite for logistics, monitors all meal events, and serves as staff lead for preconference meetings to review event logistics with event venues and vendors for small to large meetings.
- Project manage virtual events through the coordination of internal staff and vendors for the production / recording of video files, graphics, technical requirements, production timelines, video recording schedule, and vendor management.
- Manages the temporary personnel contracting process for NSBA Annual Conference Headquarters functions. Compiles staff temporary personnel needs/job descriptions and coordinates requirements to the temporary personnel company.
- Provides logistical management of the backstage operations during General Sessions at CUBE Annual Conference, Summer Leadership Seminar, Equity Symposium, and Advocacy Institute events.
- Support mobile app content build and execution for small meetings.
- Post event management closeout work, to include but not limited to, reconciliation and coding of vendor invoices.
- Working closely with NSBA meetings staff for planning and event coordination as necessary for NSBA annual conference planning.
- Performs other duties as assigned.

Qualifications & Experience

- Bachelor's degree or equivalent combination of education and experience
- Certified Meeting Planner (CMP) designation a plus
- Five (5) years' experience in conference or meeting management
- Experience in budget development and management, relationship management with vendors and partners, housing management, technical and non-technical vendor leadership and direction, and VIP meeting management.
- Demonstrated ability to produce a live and virtual event / conference including experience with digital event hosting platforms, web content uploading and mobile apps
- Excellent oral and written communication skills. Must be able to effectively interact with members, staff, and external contacts.



- Consistent attention to detail, organization, prioritization, and analytic skills with the ability to multi-task and manage complex projects
- Good judgement skills and adherence to deadlines
- Strategic and critical thinking skills
- Ability to work independently and collaboratively cross team.
- Advanced Microsoft office skills.
- Travel up to 30% of the time.