



Meetings Manager

Sponsorship Boost seeks an energetic professional to manage meeting logistics management for our association clients. The ideal candidate will be a sharp, energetic person, with excellent organizational skills and event project management experience who can work efficiently in a multiple client environment.

In addition to your salary, we offer the opportunity to be part of a growing company that works on in-person, hybrid, and virtual meetings.

This position is fully remote.

Essential Duties/Responsibilities:

- Works closely with association client to determine meeting objective, planning timeline, and event budget
- City/venue site selection
- Creates RFPs and manages vendor selection
- Manages logistics for in-person and hybrid client conferences (set-ups, F&B, AV, IT, decorator, etc)
- Compiles meeting specs for distribution to client, vendors, and facilities
- Prepares necessary collateral and logistics/shipping
- Manages housing blocks/pick-up and cut-off dates
- Travels to meetings to provide onsite logistics management
- Reviews, reconciles, and submit final billing for approval

Requirements:

- Exceptional customer relations skills
- Exceptional written and verbal communication skills
- Proficiency with Microsoft Office software (Word, Excel, Outlook)
- Cadmium experience
- Bachelor's Degree *preferred*
- CMP designation a plus but not required
- Strong work ethic with an enthusiastic, positive attitude, and the highest level of integrity
- Commitment to proactive follow-up
- 15% travel

About Sponsorship Boost

Sponsorship Boost is a small, rapidly growing company that now works with 27 tradeshow annually with collectively more than 1,000 exhibitors and 10,000 attendees. From major association meetings to industry trade shows, Sponsorship Boost helps associations raise non-dues revenues to support their mission.

Sponsorship Boost's unparalleled customer service and an unwavering focus on conventions allows us to create successful trade shows for our clients. Our unique solutions are customized to meet each client's specific needs and goals, and are delivered by a dedicated team focused on success.

Please email your resume to BZerrlaut@sponsorshipboost.com and indicate which job position you are applying for.