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# Job Opportunity: Meetings and Event Planner

Join our dynamic team as SRCD's Membership and Events Planner.

## Meetings and Event Planner

The Society for Research in Child Development ([SRCD](#)) is one of the world's leading authorities on child development, representing thousands of members in the scientific discipline. Our mission is to advance the developmental sciences and promote the use of developmental research to improve human lives. We are seeking a Meetings and Events Manager to work on our Meeting and Events team.

## Position Description

- The Meetings and Events Planner works closely with the Director of Meeting and Events to deliver exceptional event experiences designed to advance the mission of the Society for Research in Child Development (SRCD) as a non-profit, scientific, member-based organization. The Meeting and Events Planner assists with the execution of planning, scheduling, and logistics for a large biennial meeting, multiple smaller events, and inhouse SRCD meetings from start to finish. Meetings and events are both internal and external/customer-facing which requires a high degree of polish and professional demeanor with a focus on operational excellence and customer service. Responsibilities include supporting the Director of Meetings in developments of timelines with third-party vendors, coordination of submission, review, and acceptance of research abstracts, budgeting, development of event specifications, vendor communications and negotiations, and managing the on-site logistics for

these meetings and events. Some travel is required.

## **Responsibilities**

- Submissions and Presenters – Work with third-party vendor and review committees to oversee the presenter submission portal, the processing of submissions, reviews of submissions, and the selection and notification process.
- Event Registration & Housing – Coordinate with third-party vendors on the development of the requirements and processes for registration and housing including VIP management, speaker management, exhibitor management, and sponsorship.
- Venue & Vendor Selection – Review RFPs, proposals and contracts from third-party vendors regarding venues and services. Ensure third-party vendors' contracts are in compliance and negotiated in a manner that is consistent with industry best practices and aims to protect SRCD's interests. This process may include conducting site visits to ensure venues continually uphold SRCD's standard of excellence and meet the specific programmatic needs of the event.
- Event Communication – Partner with SRCD's communications team to develop invitations, announcements, programs, agendas, and marketing materials that capture and communicate SRCD's mission.
- Event Execution – Ensure seamless planning and on-site execution of program which will include coordination of high-profile speakers, venue, housing, and third-party vendor coordination, audio visual production, security and emergency preparedness protocols, food and beverage selection, volunteers and support staff supervision, and vendor logistics. Propose and implement new ideas to improve the event planning and execution process.
- Event Evaluation – Understand third-party vendor's reporting system for registration and housing in order to make effective future strategic decisions. Track and evaluate attendee satisfaction to help stakeholders to use their resources more effectively and set strategy for future SRCD meetings.
- Event Budget & Expenses – Create, understand, and exercise budget discipline by making cost-effective decisions and carefully monitoring expenses throughout the planning process to adhere to established budgets; determine new and innovative ways to reduce costs associated with events.
- Enterprise Alignment – Communicate and collaborate effectively with internal and external stakeholders and partners at SRCD on multiple projects, aligning all event planning activities with the stated mission and objectives for the particular event.

## Required Qualifications

- Education: Bachelor's Degree
- Experience: 3-5 years of experience in association/non-profit event management
- Technology: Proficient in MS Office products and the ability to master new softwares. Proficient in using Asana as project management tool to track tasks, set deadlines, collaborate with team members, and ensure timely project completion.
- Proficient in using the Zoom platform for virtual meetings and collaboration, including scheduling, managing breakout rooms, and facilitating interactive sessions.
- Certified Meeting Professional (CMP) Certification preferred
- Excellent customer service skills
- Effective written and verbal communication skills; ability to communicate clearly and concisely with all levels of the organization
- Ability to think critically and handle emergency situations, demonstrating sound judgment under pressure
- Excellent organizational and time management skills and attention to detail; proven ability to handle multiple projects while setting appropriate priorities to achieve goals
- Budget Management skills - planning, allocating, and controlling financial resources to ensure a successful and cost-effective execution of a meeting or event within the allocated budget.
- Contract Negotiation skills - discussing and arriving at a mutual agreement on terms, services, and prices with vendors, venues, and service providers to achieve the objectives of an event while adhering to budget constraints.
- Flexibility - the ability to adapt schedules, venues, and arrangements swiftly in response to changes or unforeseen circumstances to ensure the smooth execution of meetings or events.
- Availability and ability to travel and work nights and weekends when necessary

## Compensation:

This is a full-time position in Washington, D.C. We are currently working in a hybrid pattern, with employees in person at our downtown office twice each week. The salary range is \$70,000 -75,000, depending on years of experience. We offer an exceptional paid time off allowance, which is currently over 7 weeks per year (288 hours total) in employees' first year. This is in addition to federal holidays and an office-wide closure between Christmas and New Year. We strongly support employees to participate in school events for their children and maintain a culture of work-life balance. We are a friendly and welcoming team, who strive to

place diversity, equity, and inclusion at the center of our interactions and work.

SRCD also offers a comprehensive benefits package that includes medical, dental, vision, disability, and life insurance coverage. We offer up to six months of paid parental leave. For employees with children, a tax-free savings plan can be used to help cover childcare expenses. We offer a retirement savings plan with a 6% match, plus a monthly \$100 commuting expense stipend. We encourage applications from people with diverse backgrounds. We strive to be an inclusive employment environment, building diversity, equity and inclusion into all of our work. The Society for Research in Child Development is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, ethnicity, religion, sex, sexual orientation, gender identity, national origin, or disability.

**To Apply:**

Please send 1) a cover letter, 2) resume, and 3) three references to: [hr@srcd.org](mailto:hr@srcd.org), ATTN: Meetings and Events Planner by **December 1, 2024 at 11:59 p.m. ET**. In your cover letter, we will score you based on your communication skills and on the qualifications and skills required for this position (as defined above). Please cite specific examples of times you have exhibited the skills we are searching for in your cover letter. It should not be longer than two pages. Incomplete applications will not be reviewed.