



POSITION DESCRIPTION

1. General Information

Position title	Director, Office of Scientific Meetings and Conferences
Status	Exempt, 37.5 Hours
Reports to (title)	Deputy Executive Director for Operations
Department	Office of Scientific Meetings and Conferences
Date	4/11/2017

2. Primary Function

Directs the activities of the Office of Scientific Meetings and Conferences (OSMC) which organizes and provides logistical services for large and small scientific meetings, conferences and exhibitions including the FASEB Science Research Conferences (SRC) and meeting management for client societies of FASEB's Society Management Services (SMS) program.

3. Major Duties and Responsibilities

Rank (add more as needed)	Duty/Responsibility	Percentage of time
1	OSMC DEPARTMENT MANAGEMENT	35
	Develops and manages future business for OSMC department as a business unit of FASEB. Works with FASEB Deputy Director for Business Development to identify potential clients, identify marketing opportunities, review RFP's and other solicitations, prepare and review proposals, develop fees for OSMC services, present proposals to selection boards and support generation of best and final offers.	
	Hires, supervises, develops, mentors, motivates, and evaluates OSMC personnel ensuring ongoing and open communication. Develops and implements department objectives and policies consistent with FASEB mission and policies. Manages and supervises staff to set achievable goals that are linked to support the department objectives and FASEB strategic plan. Enhances and supports an office culture dedicated to superior customer service that exceeds client (internal/external) expectations.	
	Prepares and manages operating budget for OSMC annually. Establishes and projects revenue and expenses; assures adherence to approved budgets and financial objectives; reviews monthly financials to assure targets are being met, informs on projects that are not on target, and leads staff in quarterly forecasting of financial models for current and multi-year operating plans and budgets.	
	Coordinates OSMC activities and works collaboratively with all stakeholders including FASEB departments, member societies, client societies, staff and volunteer leadership.	
	Reviews and establishes best practices and work with staff to ensure they are followed across all FASEB conferences and contracted meetings. Establishes training requirements; directs staff to training opportunities to improve their skills.	
	Prepares the OSMC and SRC annual report information.	
	Researches trends, shares with staff, encourage sharing of best-practices amongst staff, clients, and other stakeholders.	



2	SCIENCE RESEARCH CONFERENCES (SRC)	35
	Serves as liaison, along with staff member, to the SRC Advisory Committee (SRCAC) to review and select SRC proposals. Works with SRC Chair to develop the program and identify opportunities to grow SRCs. Works with SRC staff to organize proposals, establish reporting expectations, and collect committee input to finalize the list of 30-40 conferences to be conducted each year. Provides advice on policy updates and future business.	
	Works with the Director of the Office of Sponsored Programs, Diversity and Grants Administration (OSPDGA) and the Director of Finance in support of grant compliance for the SRCs. Works collectively to define, establish, and adhere to grant funding policy and processes for conferences. Works with the Grant Proposal Manager, SRC logistical staff, and SRC organizers to ensure compliance.	
	Investigates and negotiates contractual terms, concessions, and discounts with hotel and meeting facility vendors to meet budgetary guidelines and requirements and maximize profitable results for the SRC's.	
	Establishes registration fees based on projected expenses, attendance expectations and cost of living estimates. Oversees staff who track and monitor venue expenses negotiating and re-negotiating vendor contracts to provide favorable, profitable results for the SRC's.	
	Provides direction and oversight of SRC vendor service RFPs encouraging an affordable quality environment for learning, networking and sharing information.	
3	CLIENT MEETING MANAGEMENT	30
	Directs meeting management work for the development and production of client meetings (5-7 events per year ranging from 300 to 12,000 attendees) including conferences, exhibits, and registration in accordance with contracts ensuring all tasks are executed as contracted, appropriate outcomes and client satisfaction based on defined metrics for each event.	
	Works with OSMC staff and appropriate client representatives (executive directors, program chair/committee, volunteer leadership, staff, etc.) to identify future site locations and negotiate agreements, develop budgets, serve as point of contact for logistics including working with cities, hotels, convention centers, and 3 rd party vendors in support of successful events.	
	Maintains positive relationships with all client representatives, ensures open and efficient communications, transparency, timely response to inquiries and actively seeks methods to streamline, improve, and simplify processes and successful outcomes for meetings.	
	Conceives, implements, and evaluates new experiential meeting design initiatives and strategies to strength existing programs.	
	Maintains historical records on meetings and conferences (for example, housing types sold, number of attendees, fundraising money spent at the conference, budget revenue), for future planning and budgeting needs of FASEB and the clients. Prepares post-convention reports of history for FASEB team and clients ensuring transparency and in support of future planning.	
	Maintains awareness of both domestic and international meeting site locations by reading industry publications, joining online forums, and maintaining a robust peer	

	network.	
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Incumbent is expected to perform other duties as assigned by their immediate supervisor in support of the organization’s goals and FASEB’s needs.

4. Direct Reports			
Position titles of direct reports	# in position	# supervised by direct reports	
		Exempt	Non-exempt
Senior Meetings Manager	1	1	1
Meetings Manager	1		
Exhibit Manager	1		1
Registrar	1		
Conference Manager	2		2
Meetings Coordinator	1		

5. Knowledge & Skills	Indicate the minimum education level (or equivalent experience) required in your position.		List the skills applicable to your position and indicate the minimum proficiency required: A= Novice; B= Proficient; C=Expert		
	Check those which apply	Subject or major field of study	Skill (Specify equipment/system, e.g., MS Word, Communication Skills, Customer Service)	Minimum Proficiency	
		High school		Sales/Marketing/Public Relations	C
		Prof/technical		Negotiations	C
		College courses		Verbal and Written Communication Skills	C
	x	Bachelor’s degree	Business/Hospitality	Management, Leadership, Supervisory Skills	C
		Master’s degree		Customer Service Skills	C
	x	Other – 8- 10 years experience in meetings and exhibits management for groups 1,000-14,000+. City wide meeting management experience a plus. Experience with grants a plus. CMP Preferred		Budgeting/Finance	C
			Computer Skills	B	

6. Key Decisions & Guidelines	Give two or three examples of decisions you make or actions you may take without prior approval.	Researches, reviews and confirms future site selection for SRC conferences Establishes the rates for hotels, conferences, meeting facilities, vendor contracting, terms defined in vendor/facility/client contracts, department rates
	Give two or three examples of decisions you refer to a higher authority.	Legal issues



Indicate any special policies, formal procedures, or precedents that guide your work.	Employee Handbook, society policies, client contracts, hotel contracts
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	Position	Department/Organization	Purpose (What is important is the content of these interactions. Describe what happens as a result of these contacts)
7. Working Relationships	FASEB Directors	All	Obtain, exchange information
	Director of Sales	Hotels/Convention Centers	Negotiates, obtains, exchange information, provide direction
	Director of Catering	Hotel/Convention Centers	Negotiates, obtain, exchange information, provide direction
	Company Representatives	Various Suppliers	Negotiates, obtain, exchange information
	Marketing Representatives	Exhibit Companies	Influence actions/results
	Executive Directors/Leadership/Committee Leadership	Societies/Associations	Contract, negotiates, obtains, exchanges information

Edit the following section as needed for your job:

8. Working Conditions	<p>This position requires sitting (80%), standing (5%), and walking (15%). Additional physical requirements are as follows:</p> <ul style="list-style-type: none"> • Occasionally requires lifting materials of approximately 20 lbs. • Requires computer work involving extensive use of keyboard, mouse and monitor.
	<p>Work Environment/Conditions:</p> <ul style="list-style-type: none"> • Dayshift hours primarily • Travel and weekend work is required • Fast paced field of work which requires management of multiple tasks for multiple clients.