

Society of NeuroInterventional Surgery

Job Description

Job Title: Senior Manager, Meetings & Membership
Reports to: Executive Director
FLSA: Full Time, Exempt

SUMMARY

Responsible for exhibit space and sponsorship fulfillment for the SNIS Annual Meeting. This position builds relationships with current and potential exhibitors, sponsors and third-party support vendors, to ensure their needs are met in a professional manner. Working with the Membership Department, ensure the effective fulfillment and management of benefits to sponsors, support meeting activities, chapters and other member services. Supports the Executive Director in the development and execution of SNIS's committee responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Annual Meeting Duties

- Reach out to existing exhibitors and sponsors with exhibition and sponsorship opportunities;
- Follow up on incoming inquiries and leads to recruit new exhibitors and sponsors;
- Establish and communicate expo rules and regulations to exhibitors;
- Draft sponsorship agreements, including articulation of benefits, payment details and standard terms, and facilitate signature collection;
- Manage our year-to-year exhibitor priority points system;
- Work with a decorator to lay out the exhibit floor;
- Collaborate with the internal SNIS team to develop sponsorship opportunities;
- Partner with the Executive Director to develop the Sponsor and Exhibitor prospectus;
- Partner with the Executive Director to develop the branding guide;
- Collaborate with the Executive Director on logistics for any educational initiatives on the exhibit hall show floor;
- Work with the decorator to develop, update and distribute the Exhibitor Service Kit, Branding Guide, Exhibitor Bulletins and other assigned communications
- Communicate with exhibitors regarding logistics, exhibitor kits, etc.
- Communicate timelines and fulfillment deadlines for sponsors and exhibitors;
- Collect required information from exhibitors and sponsors (certificates of insurance, company descriptions in the meeting app, etc.)
- Oversee sponsorship and exhibits-related content on the SNIS and Annual Meeting websites as well as the mobile app;
- Ensure timely, consistent communication to partners/exhibitors/sponsors.
- Work with the SNIS marketing team to write and edit marketing and promotional messaging for e-blasts as needed.
- Create and execute marketing plans, including email campaigns, event materials and other messaging.

- Collaborate with the SNIS marketing team to ensure consistent engagement with strategic partners across websites and social media platforms;
- Serve as the on-site Annual Meeting point-of-contact to ensure sponsor and exhibitor benefits are actualized;
- Serve as the point-of-contact for exhibitor registration;
- Assist with on-site attendee registration and badge pickup;
- Lead post-event debriefs and evaluations and provide feedback to SNIS staff;
- Other duties as assigned

Membership Duties

- Collaborate with the Senior Manager and Director of Member Services on recruitment and retention efforts;
- Assist with member outreach, initiate proactive communication (i.e., cold calls, email campaigns, etc.) to build membership awareness and follow up, as necessary;
- Serve as support staff for the Society's webinar program;
- Assist in the maintenance of the membership database;
- Act as staff contact for SNIS chapters;
- Provide customer support to members and non-members;
- Other duties as assigned

Committees

- Serve as primary staff liaison to committees and task forces, under the direction of the Executive Director, including agenda development, preparation of minutes, staffing conference calls and meetings and implementing activities;
- Author communications including member alerts, newsletter articles, etc.
- Provide support to the Executive Director and the Board.

BENEFITS

- 401(k) matching
- Health insurance
- Dental insurance
- Flexible spending account
- Paid time off
- Paid holidays
- Flexible work schedule
- Home office expense reimbursement
- Professional development opportunities
- A truly rewarding employment experience!

QUALIFICATIONS

Position requires attention to detail; good oral, written, grammar and communication skills. Requires proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint) and databases. Requires flexibility, ability to multi-task, ability to work independently on assigned tasks, ability

to work efficiently and accurately; and ability to monitor and meet deadlines. Excellent interpersonal, verbal and written communication skills. This is an outward facing, critical role for SNIS.

EDUCATION and/or EXPERIENCE

Bachelor's degree preferred. Minimum of five years of experience working in a professional services environment. Experience with events, customer service or sales is strongly preferred.

WORK ENVIRONMENT

This is a fully remote position that would require you to work from your home office. As such, you must have the ability to multi-task and work on multiple events/projects with little supervision. Frequent use of phone and computer use to communicate with members and non-members. Occasional travel required.

VACCINE PROTOCOL

SNIS has made the safety of our staff, volunteers and members a top priority. As part of that commitment, SNIS requires all staff to be vaccinated against COVID-19. Proof of full vaccination will be required before the start of employment in order to work at SNIS. Currently, "fully vaccinated" is defined as someone that has received both doses of the Pfizer/Moderna COVID-19 vaccine or one dose of the Johnson & Johnson COVID-19 vaccine 14 days or more before they begin work. Failure to provide proof of vaccination will result in the office of employment being rescinded. Individuals with a disability or a religious reason preventing them from taking the vaccine may request an accommodation.