



## **Meeting Planner**

McKenna Management, Inc.  
Westford, MA

McKenna Management, a growing Association Management Company, has an exciting opportunity for a Meeting Planner to join our team in Westford, Massachusetts.

We partner with nonprofit membership associations and professional societies to provide outstanding association management services to help our clients be the best that they can be.

The meeting planner will be responsible for planning and implementing all meeting, event, and trade show needs of assigned clients.

In this position, you will:

- Work with clients and their volunteer leaders and committees in scheduling and planning all aspects of assigned clients' conferences, meetings and trade shows.
- Staff appropriate committees.
- Send out RFPs and negotiate contracts and serve as the main point of contact for venues and vendors.
- Drive meetings/trade shows by planning and managing all aspects of each event.
- Handle registrations and special requests for attendees, exhibitors, sponsors and speakers.
- Assist with the development and management of event budgets.
- Develop electronic and print communications and establish and implement marketing schedule for events.
- Provide ongoing reports to appropriate volunteer leaders and McKenna Management's president on event progress.
- Serve as a positive, professional voice and presence for the clients and McKenna Management.
- May also handle additional association management responsibilities for our clients.

Preferred Qualifications:

- A high level of initiative, self-motivation, flexibility, creativity and collaboration is required to develop plan and execute successful meetings.
- Ability to thrive in a fast-paced environment and to prioritize multiple simultaneous projects from multiple clients.
- Ability to execute high-quality work in a deadline-driven environment.
- Extremely strong attention to detail and accuracy in one's work.
- Ability to work collaboratively with other members of the McKenna Management team as well as volunteer leaders to deliver a high standard of excellence to our clients.
- Strong project management skills.
- Strong listening and communication skills – verbal and written – and a positive proactive attitude.
- Successful negotiation experience.
- Ability to think creatively and strategically to move projects through completion.
- Budgeting experience.
- Understanding of the AMC model, associations, preferred.

Additional Qualifications:

- 3+ years working in a Meeting Planner position, preferably for nonprofit associations.
- Bachelor's Degree.
- CMP certification, or willingness to obtain.
- Able to travel at least 15% of the time (car and valid driver's license are required.)
- Occasional nights, weekends, and overtime.
- Knowledgeable in Microsoft Office.
- Experience with AMS or 3rd party meeting program software preferred or willingness to learn.