



Meeting Manager

Department: Industry Relations	Reports to: Director of Industry Relations
FLSA Status: Exempt	Supervisory responsibility: None
Approved by:	Budgetary responsibility: None

Purpose of position: Meeting Manager will manage and oversee the event planning process for USGC’s regular membership meetings, Export Exchange, Global Ethanol Summit, special meetings and other meetings as they may arise. The individual in this position will coordinate staff and contractors including engaging regularly with all staff and vendors working on aspects of Council meetings to ensure coordination, consistency and efficient operations of all parties.

Responsibilities:

1. Serve as the primary contact and lead on meeting planning for the organization.
2. Conference agenda planning including coordinating program logistics and execute decisions related to meetings, in concert with staff leads. Gather and maintain all agendas for the meeting for use by Council staff.
 - a. Work with contractor(s) to identify viable meeting locations and develop appropriate contracts for USGC members/stakeholders; lead site visits and prepare final contracts and work with team to select offsite tours etc.
 - b. Serve as the direct liaison with selected hotel(s). Manage all aspects of the hotel room blocks, food and beverage planning and on-site management. Manage all elements of meeting look and feel, including general session room set, sponsor recognition, directional signage, etc.
 - c. Manage speaker arrangements before, during and after the meeting.
 - d. Bid and manage vendors, as needed (i.e. decorator, florist, photographer, audio visual, registration, security etc.).
 - e. Coordinate content for and develop meeting publications, including sponsorship brochure, registration brochure, meeting book, online meeting materials.
 - f. Oversee production of general session including working with staff to develop show flows and show materials and execute program.
3. Meeting Manager will also be responsible for the following event planning activities:
 - a. Develop a thorough event management document which includes tasks, deliverables, staff or contractor assignments and deadlines. Maintain and actively use this document to ensure it is up-to-date for all parties and is guiding planning discussions.
 - b. Pre-event planning and on-site management of audiovisual vendor and expo designer to ensure a high-class, polished, professional event.
 - c. Organize, schedule, attend and lead regular planning meetings with Council staff and contractors, ensuring planning milestones are met in a timely, efficient manner.
 - d. Liaison with exhibitors, translators and other parties unique to a meeting of an international organization, as required.

4. Event follow up including supporting Council staff in follow up activities, as needed. Specific deliverables include:
 - a. Post-conference debriefs with staff to discuss what went well and what can be improved for future events.
 - b. Maintain final files to the Council for historic and future planning purposes
 - c. Finalize budget and ensure documentation is received from all vendors for final payment by the Council.
 - d. Post meeting wrap-up (BEO's, reconciliation, etc.).
5. Other duties may be assigned to meet business needs.

Education/Experience Required:

1. Bachelor's Degree required.
2. A minimum of 2 years of experience in meeting planning.

Skills, Knowledge and Abilities:

1. Excellent communication skills, both verbal and written, are required.
2. Proficiency in MS Office Suite, including Word, Excel, PowerPoint, Office and web development tools preferred.
3. Ability to travel regularly, including weekends.
4. Ability to manage multiple priorities and work independently.
5. Ability to lead others and to work as part of a team.

I acknowledge receipt of and understanding of this job description.

Employee Signature: _____

This job description may include most, but not all duties that fall under the position. It is not intended to contain all responsibilities, education or skills. From time to time this job description will change and employees will be asked to perform tasks outside of their area of responsibility.

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