



**Position: Manager, Meetings**

**Reports To: Director, Meetings**

Are you a flexible, adaptable meetings professional with excellent communication skills looking for an opportunity to grow? We are seeking a **Manager of Meetings** to support the execution of AAI meetings and events. This is an excellent opportunity to make a positive impact in the field of immunology!

**We offer:**

- Hybrid work environment (2 days in office)
- Comprehensive benefits package designed to attract, reward, and retain employees
- Team of talented individuals who are committed to excellence in everything they do

As the Manager of Meetings, you will be responsible for the planning and execution of logistics in support of meetings and other events and activities, to include meeting rooms, food and beverage, audiovisual, conference signage, and signage to support sponsors, events, and transportation. You will provide support in developing the annual budget projections and will manage the financial reconciliation process for all conference invoices. This position reports to the Director of Meetings.

**You offer:**

- Bachelor's degree
- 5 years of experience in the meeting planning industry
- Experience planning meetings within a budget, tracking expenses, and preparing final budget reports
- Experience developing and implementing tracking systems for meetings management and operational logistics

**Apply now!**

If you believe you meet the requirements, please submit a resume and cover letter to the following job link (or copy/paste link to a new window):

<https://recruitcrm.io/apply/16978196969020013318gNd>

AAI is dedicated to building a team of professionals that is as diverse as our members. AAI is proud to be an Equal Opportunity Employer.