Director of Scientific Meetings and Events

Overview
The Director of Scientific Meetings and Events is a superb leader, experienced, highly innovative, and detail-oriented meeting planner with a track record of success planning in-person and hybrid scientific meetings. The Director will oversee all logistical components of the APS Annual Meeting and other events, including selection, planning, and overall attendee experience. To note, APS debuts its brand-new annual meeting entitled American Physiology Summit, April 20 -23, 2023 in Long Beach, California. Would you like to lead this brand-new annual meeting and establish your vision of events for APS? If so, read below.

Reporting Structure
Reporting to the Chief Community and Learning Officer, the Director of Scientific Meetings and Events will work alongside the Director of Scientific Programming, who leads education and curriculum content offered at APS meetings. There are a total of four staff members on the Meetings Team.

Essential Duties: Event Leadership, Logistics and the Attendee Experience
- Develop RFPs for various services to include but not limited to city destinations, convention center, hotels, venues, etc. Establish evaluation criteria, review, and decision-making processes.
- Collect proposals and create comprehensive reports outlining all services and cost comparisons for review.
- Negotiate vendor and supplier agreements.
- Lead and manage registration and housing result to alleviate potential liabilities.
- Create and distribute schematics and reports for event logistics including but not limited to: F&B, room setup/floor plans, AV, virtual/hybrid needs, show flow, housing, exhibits/drayage, poster boards, internet, signs, security, badges, temp staff, transportation, off-site venues, etc.
- Review and reconcile vendor invoices for accuracy and payment processing.
- Working with APS marketing colleagues, ensure the APS website is accurate for all meetings details.
- Develop comprehensive post-meeting reports on attendance, hotel pick up, income, and expenses, survey results, quantitative and qualitative lessons learned.
- Recommend and drive improvements and innovations to event capabilities and processes to enhance attendee experience and improve efficiency.
- Collaborate and inspire APS cross-functional teams to create a cohesive event experience.
- Collaborate on the creation of exhibit and sponsorship prospectus.
- Collaborate with the Development Office or contracted Exhibit Vendor on logistical needs for booth rentals and sponsorship packages; assist in sponsorship deliverables.
Create special activities to round out the meeting experience. For example, fun runs, philanthropy activities, wellness events, blood drives, community volunteerism, family programs, etc.

Is this you?

- You're smart, talented, experienced, and persuasive. You're also optimistic, kind, and want to both lead and join a high-performing team. You're confident but also humble, you're endlessly curious, solution-oriented, a terrific teammate, and data-driven.
- You have a minimum of 7 years of leadership in designing, planning and executing successful annual meetings/conferences for audiences ranging from 200 to 8,000 individuals.
- You hold the Certified Meeting Planner (CMP) designation. We'd be awfully impressed if you also held the DES or CAE certifications too.
- You have knowledge of scientific and/or healthcare meetings. You understand abstract management and scientific posters. You've worked with a diverse group of stakeholders including expert faculty, key opinion leaders, committee members, elected leaders, and cross functional teams, etc.
- You have hired and led a show decorator and executed on designing a show floor to maximize the attendee experience and delight exhibitors.
- You've hired a housing bureau, managed key hotel relationships, negotiated hotel attrition and convention center contracts.
- You can rock a budget: building one, managing one, reporting out to a finance team and a CFO. You often think in rows and columns given your love of a spreadsheet.
- You mitigate risk, are resourceful, and recognize that communicating both up, down and across the organizational chart is essential.
- You can negotiate the heck out of the contract so that all parties win.
- You live by your calendar, preparing, planning, setting, and meeting deadlines, keeping yourself and a team on track. You see the big picture, but also love the details and the multiple tasks that must be done to run a fantastic event.
- Your suitcase is always packed, in some form, because you understand that this job requires travel. It may also require some weekends, and after-hours work.
- You are able, if occasionally asked, to lift, carry (up to 40 pounds), stoop, bend, climb, crawl, push, pull or perform other physical activities or walk and/or stand for long periods of time.

Where will you work? From your home.

Covid-19 sent us all home to work. Our team has been adaptable, productive, and successful such that we’ve decided to continue to work from home. We do have office space and there will be times when an in-person division meeting or staff meeting will be held at the office. Some staff work in the office 2 – 3 times per week, others come in once a month. The key here is to identify with your supervisor, what works best for you to produce the outcomes we need to serve our members.

While the APS office is based in Rockville, MD (Washington DC metro area), we are open to candidates from outside the area.
Proof of Vaccination:
As the role requires travel and APS values the health and wellness of our staff, members, and all attendees at our meetings and events, if you are selected for this role, you must be fully vaccinated against COVID-19. Proof of vaccination must be provided to a member of our human resources department prior to your starting date.

Benefits:
This is a full-time, exempt position. APS offers exceptional benefits including professional development opportunities, 403-B retirement, medical, dental, and vision insurance, life insurance, short- and long-term disability, and free parking are offered.

How to Apply:
Please send your cover letter and resume to resume@physiology.org.

APS is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.