

Associate Director, Annual Meeting

The American Society of Human Genetics (ASHG) has an exciting opportunity for an accomplished and motivated meetings management professional to guide the next phase of growth of a highly successful and innovative Annual Meeting, supporting one of the most dynamic and promising fields of research and medicine.

This is a new position that will oversee Annual Meeting scientific content and operations including Program Committee activity, contract negotiations, logistical planning and coordination, vendor management and Annual Meeting budgeting. Working closely with the Chief Operating Officer, the Associate Director, Annual Meeting will work across departments to ensure the event remains the premier meeting for this community and help realize its next phase of growth in scientific leadership and attendance. The Associate Director will develop and manage strategies that deliver value, engagement and professional development learning environments to meeting attendees, coordinating with colleagues in all ASHG departments. She/he/they will report to the Chief Operating Officer, supervise one staff, and work collaboratively in a meetings department team of 5 skilled colleagues.

The ASHG Annual Meeting is the largest human genetics and genomics meeting in the world with 9,000 attendees and nearly 400 exhibitor booths, as well as an earned reputation for high attendee satisfaction, operational excellence, and innovation.

Primary responsibilities

- Annual Meeting Program Development & Implementation:
 - Provides leadership and direct staffing to the Annual Meeting Program Committee, abstract reviewers, speakers, moderators and workshop organizers to implement programmatic needs.
 - Manages and prepares Program Committee resources such as committee meeting agendas and material, timelines, handbooks, etc.
 - Coordinates with internal colleagues on all Meeting-related communication, program, and marketing material, including printed Program and online program-related materials; marketing and branding plans and content; and attendee surveys.
 - Oversees registration, working with outside vendor.
- Operations and Finance:
 - Manages on-site Annual Meeting operations and develops staff schedules to fully utilize all staff, and provides staff direction and oversight for meetings-related activity.
 - Supervises and supports one staff member on operational activities such as registration, housing, temporary personnel and a variety of logistical duties.
 - With COO and finance team, prepares and monitors meeting budget, ensuring revenue and expenses are on track.
 - With COO, negotiates hotel, convention center and vendor contracts; monitors out-year financial obligations and liabilities; investigates and prepares recommendations for future year meeting sites.
- Planning & Strategy:
 - With meetings department, helps develop annual strategic goals and ensure goals are implemented. Contributes to larger organizational strategic discussions and directions.
 - Researches industry trends and engages staff to explore and share best practices.
 - With Department, consistently assesses meeting strengths, opportunities and risks to protect and advance role of meeting in the community.
- Accreditation Oversight
 - Provides oversight and works with three accreditation bodies to apply for Annual Meeting CME and CEUs, working through a retained CME consultant.
 - Ensures compliance and stays abreast of guidelines for ACCME reporting.

Qualifications

- Bachelor's degree required. Certified Meeting Professional (CMP) preferred.
- Minimum 8 years of progressively responsible professional experience in the meetings profession with experience in leadership support, committee support, in a nonprofit and/or association environment. Scientific society experience a significant plus. CME/CEU experience a plus.
- Excellent written, oral and interpersonal communications skills; comfortable reaching out to and interacting with others.
- Strong and proactive organizational, problem-solving and project management skills.
- Sound professional judgment and discretion.
- Team-orientation and a desire to work collaboratively to accomplish organizational goals.
- Enthusiastic, able to prioritize multiple projects, and thrive in a fast-paced environment.

About ASHG

ASHG is a dynamic professional community of human genetics researchers, clinicians and other specialists who work at the leading edge of discovery, generating new genetic knowledge and translating it rapidly to improve human health and well-being. A non-profit founded in 1948, ASHG has nearly 8,000 members worldwide; hosts as many as 9,000 attendees annually at the world's largest genetics and genomics meeting; publishes one of the field's most respected journals; and undertakes a growing array of public outreach, education, policy and advocacy programs throughout the year. ASHG is a dynamic and healthy organization with 24 staff, an annual budget of nearly \$8 million, and prudent reserves.

ASHG offices are located near White Flint Metro in new office space with free parking, onsite fitness facility, and dining options. We offer a work environment with a great mission, collegial team, and professional trust and respect. We also offer a competitive salary and excellent benefits, including flexible schedules and a telework policy; a generous 403(b) pension plan; and excellent vacation, medical and dental plans. ASHG is an Equal Opportunity Employer.

To apply, please submit resume and cover letter to: paulinem@ashg.org by January 15, 2020.

For more information, please visit: <https://www.ashg.org/about/opportunities.shtml>