



## **Director, Annual Meeting**

The American Society of Human Genetics (ASHG) has an exciting opportunity for a senior meetings management professional to guide execution and continuing innovation of a highly successful Annual Meeting that supports one of the most dynamic and promising fields of research and medicine. This is a new position and will have oversight of all operations, city/hotel/vendor contract negotiations, logistical planning and Program Committee activity and coordination, as well as responsibility for the development and monitoring of the Annual Meeting budget. The position will report to and work closely with the Chief Operating Officer, who has ultimate accountability for the meeting, especially in the first year as annual meeting strategy and logistics continue to adapt to post-COVID opportunities and challenges.

The Director will coordinate with all departments and the Program Committee to finalize and execute all programmatic and logistical components of the Annual Meeting; supervise one to two staff members; and collaborate especially closely with colleagues responsible for interrelated functions such as exhibits, online learning, career development programs, and technology platforms.

The ASHG Annual Meeting is the world's largest human genetics and genomics meeting with 9,000 attendees and nearly 400 exhibitor booths, as well as an earned reputation for high attendee satisfaction, operational excellence, and innovation. In 2021, the [ASHG Annual Meeting will be held virtually for](#) the second year. Candidates must have experience adapting engagement strategies and content to a virtual environment and demonstrated experience coordinating effectively with audio-visual-digital vendors.

### **Primary responsibilities**

- **Planning & Strategy:**
  - Develops annual strategic goals and aligned work plans, and ensures/monitors timely implementation.
  - Contributes meaningfully to larger organizational strategic discussions and directions.
  - Stays current on best practices and researches industry trends, engaging staff to explore innovations to incorporate into ASHG's processes.
- **Operations and Finance:**
  - Prepares and monitors meeting budget, ensuring revenue and expenses are on track.
  - Negotiates hotel, convention center and all meeting-related vendor contracts; monitors out-year financial obligations and liabilities; investigates and prepares recommendations for future year meeting sites.
  - Directs 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 staff members on operational activities such as registration, housing, temporary personnel and a variety of logistical duties.
- **Program Development & Implementation:**
  - Assumes lead responsibility to manage the Annual Meeting Program Committee to help guide their work and advise on the latest trends and best practices for delivering content.
  - Provides direct staffing to the Program Specialist to implement all Program Committee work and logistics, including management of the invited program process, abstract submission, abstract reviewer selection, speakers, moderators and workshop organizers.
  - Provides guidance and oversight to prepare resources such as committee meeting agendas and material, timelines, handbooks, etc.
  - Collaborates and works closely with Marketing & Communications department on all meeting-related material, including marketing and branding plans and content; online program-related materials; and attendee surveys.
- **Accreditation Oversight**

- Provides oversight to external accreditation vendor/consultant to apply for Annual Meeting CME and CEUs.
- Ensures compliance and stays abreast of guidelines for ACCME reporting.

### **Qualifications/Skill Set**

- Bachelor's degree and Certified Meeting Professional (CMP) required. Experience with digital and virtual strategies required.
- Minimum 10 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 project management skills; open, collaborative and responsive in a detail-oriented management environment given cross-cutting internal organizational relationships and high-level volunteer relations role.
- Strong and proactive organizational, problem-solving, critical thinking 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 29 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 with salary requirements and references to: [hrjobs@marcumllp.com](mailto:hrjobs@marcumllp.com).

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