

# SBI MANAGEMENT SERVICES

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## WHERE NONPROFITS GROW

### MEETING & EVENTS PLANNER

**SBI Management Services**, a progressive Seattle-based nonprofit management company, is seeking a **Certified Meeting Planner (CMP)** to join our professional events team to work with nonprofit professional associations to plan and execute successful meetings and events in the greater Seattle area and throughout North America. SBI is committed to providing excellent customer service and creating quality experiences for our clients. If you are creative, energetic and passionate about event planning please send your contact information, resume, and salary expectations to: [info@sbims.com](mailto:info@sbims.com).

#### **Full Time Position**

The **Meeting and Events Planner** is a highly visible role which demands extensive customer service skills, a high level of professionalism and willingness to handle all planning and administrative details of meetings and events. The ideal candidate must thrive in a challenging and fast paced atmosphere where prioritizing and multi-tasking are the norm. Exceptional attention to detail and first class organizational skills are mandatory. This dynamic position will report to the Director of Marketing and Events and work in a team environment to produce events, meetings and additional projects as required.

#### **ROLES AND RESPONSIBILITIES:**

- Oversee and facilitate all aspects of meeting planning from site selection, vendor negotiation, event registration, marketing, onsite staffing and post-event reporting
- Work on multiple national meetings, large-scale conferences and events for a variety of clients simultaneously
- Work with Association Executives on digital management of contracts, speaker bios, session descriptions, handouts, RFPs, etc.
- Create and send event marketing communications via email, web, print
- Send and track correspondence with speakers and sponsors/exhibitors
- Coordinate creation of event publications and syllabus materials
- Prepare BEO information with event venues
- Coordinate travel, lodging and expenses for participants traveling to meetings
- Create and manage budgets and collection of registration, sponsorship income and exhibit fees
- Work directly with registrants on problems and inquiries
- Develop and maintain solid relationships with exhibitors/sponsors
- Create/design event materials and signage
- Oversee meeting preparation, supplies ordering and packing/shipping of event materials
- Staff events and manage onsite event registration; includes occasional travel to regional and national meetings
- Data entry and daily administrative functions
- Create invoices and receipts as requested; track expenses for event budget reconciliation
- Create and analyze online evaluations and prepare post-event reports
- Other duties as assigned by the Director of Marketing and Events

#### **QUALIFICATIONS:**

- Certified Meeting Planner (CMP)
- 5+ years professional meeting experience (nonprofit or association experience preferred)
- Up to date on current trends in the meetings industry
- Innovative and resourceful; actively seeks opportunities to improve meetings and events
- Experienced at negotiating and building partnerships with vendors
- Exceptional client service skills and enjoys working with the public

- Strong time management skills and ability to manage concurrent tasks efficiently
- Superior attention to detail; first class organizational skills
- High energy, positive, professional attitude, pride in work product
- Strong computer skills to include: Microsoft Office and experience using Salesforce or other CRM
- Basic web design experience and/or knowledge of HTML
- Excellent written and verbal communication skills
- Great team member: willing to roll up your sleeves and pitch in to help your colleagues when needed
- Washington State Driver's License and good driving record

**WORKING AT SBI MANAGEMENT SERVICES:**

SBI Management Services is located in the Northgate area of Seattle and was named as one of the 2012 finalists for Washington's Best Workplaces by the *[Puget Sound Business Journal](#)*. We have a hardworking, dedicated team who will participate in the hiring process. All finalists may be asked to take an assessment evaluation and will receive a background check. Position will include salary, IRA employer contribution, 9 paid holidays, wellness time, health insurance paid at 85%, and educational stipend up to \$1,000 annually. For more information about our company and clients, please visit our web site: [www.sbims.com](http://www.sbims.com).