

Manager, Events and Membership

Summary of Position:

The North American Securities Administrators Association (NASAA), a Washington D.C. association devoted to supporting the work of state and provincial securities regulators, is seeking to hire a Manager, Events, and Membership. The Manager, Events, and Membership will report to the Director of Education Programs and Conferences and serve as a member of the Education and Conferences Department.

The Manager, Events and Membership will assist in the planning of virtual, hybrid, and in-person training programs, conferences, and committee/project group meetings. In addition, he/she will manage onsite event logistics to include F&B, registration, hotel reservations, reporting, speakers, and materials. They will also manage committee and project group meetings, liaising with chairs to contract meeting space, F&B, and sleeping rooms. Accounting functions will include the management of NASAA's voucher program for meetings and the coordination of hotel/vendor billing, invoicing, and receivables.

This staff member will maintain member records on the iMIS database and manage the NASAA volunteer program for committees and project groups, including the annual application (Committee Assignment Request Form) process. They will also produce, distribute, and process bi-annual membership census forms and receive all membership-related phone calls and emails, processing the necessary updates to iMIS daily.

Job duties will also include assisting with the management and population of content on NASAA Learning and processing of continuing education credits for NASAA's conferences and events.

This position offers a competitive compensation package, including medical and dental benefits; disability insurance; life insurance; and retirement fund options.

The responsibilities of the Manager, Events, and Membership include the following:

- Assist in the planning of virtual, hybrid, and in-person training programs, conferences, and committee/project group meetings.
- Manage onsite event logistics for training programs and conferences.
- Develop and manage F&B plans.
- Manage the registration process (attendee and speaker), hotel reservations, and production of final registration reports.
- Manage the production, posting, and shipping of event materials.
- Management of speakers; collection of bios, headshots, speaker consent forms, and presentations.
- Manage committee and project group meetings; liaise with chairs to contract meeting space, F&B, and sleeping rooms.
- Manage NASAA's voucher program for meetings, including tracking and reporting on voucher usage.
- Manage and coordinate hotel/vendor billing, invoicing, and event registration receivables.

- Maintain member records on the iMIS database; running data variance reports to identify issues and maintain data integrity.
- Manage the NASAA volunteer program for committees and project groups, including the annual application (Committee Assignment Request Form) process.
- Produce, distribute, and process bi-annual membership census forms.
- Receive all membership-related phone calls and emails; process the necessary updates to iMIS daily.
- Assist with the management and population of content on NASAA Learning.
- Manage the application process for continuing education credits for NASAA's conferences and events, including formatting and posting course materials on NASAA Learning and submitting applications for course credit approval with individual states.
- Other duties as assigned.

Qualifications of the Manager, Events, and Membership:

- A Bachelor's degree is required.
- Excellent Microsoft Office (Word, Excel, PowerPoint, Outlook) skills required.
- iMIS or another Association Management System experience highly desirable.
- Excellent oral and written communication skills.
- Ability to work effectively with competing demands and deadlines.
- Periodic out-of-state travel required (approximately 30% annually, including weekends.)
- At least five (5) years experience in an association, hotel, and/or knowledge of conferences or other meeting planning experience required.

To Apply: Submit cover letter, resume, salary requirements, and references to hr@nasaa.org. References will not be contacted without prior notice to you.

NASAA is an equal opportunity employer and does not discriminate in hiring or employment on the basis of race, color, religion, national origin, citizenship status, age, disability, sex, veteran status, or any other characteristic protected by applicable federal, state, or local laws, regulations or ordinances. We are committed to diversity in the workplace and promote a drug-free environment.