



The Gold Standard
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The National Auto Auction Association (NAAA), an association of wholesale automobile auctions, seeks applications for the position of Meetings and Events Planner.

Job Title: Meetings and Events Planner

Location: Frederick, MD

Reports to: Public Affairs Manager

SUMMARY: The Meetings and Events Planner is responsible for managing, planning, coordinating, and reporting on key performance indicators (KPIs) and executing NAAA in-person and virtual events including, but not limited to, our spring and fall conferences/conventions, member events at other industry conferences/conventions, board of directors, committee and other meetings, training workshops, and other events. The Meetings and Events Planner must be a hands-on team player and work collaboratively and effectively with all NAAA staff, members, vendors, and the volunteer board of directors and committees to execute meeting logistics, including event budgeting, conference space allocations, exhibition hall and sponsor coordination support, catering, accommodations, travel, technology and audiovisual needs, signage, VIP support, and processing of related agreements and invoices.

The Meetings and Events Planner is the point person responsible for the coordination with other staff members, support vendors, and stakeholders to ensure the successful execution and completion of all meetings and events.

The position requires a high-performing, enthusiastic, self-motivated, and resilient individual who can provide superior customer service, develop strong relationships, and enjoys maintaining processes and procedures.

PRIMARY DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned to meet business needs and with the NAAA staff being less than 10, we are an all hands-on-deck team approach to every initiative.

- Collaboratively plan and implement logistics of both in-person and virtual meetings and events including budgeting, overseeing events on the day of, problem-solving, welcoming guests, coordinating and participating in event set-up, communicating with staff, organizing and managing vendor relationships, responding to attendee/speaker requests, and coordinating/managing the disassembly of events if applicable.
 - As directed, attend/staff assigned in-person and virtual events to facilitate and support online/onsite logistics.
 - Update weekly registration reports and budget reports and brief pertinent leadership and staff.
 - Manage administrative meeting logistics, including, but not limited to:
 - Manage external vendors: research and present possible vendors, coordinate details, handle agreements, invoice approvals and payment.
 - Communicate with NAAA members, staff, industry partners/vendors or speakers, exhibitors, sponsors, and attendees regarding event information, including but not limited to timelines, schedules, deadlines, housing and exhibiting needs, and event specs such as A/V needs, food and beverage, etc.
 - Collaborate on sponsorship fulfillment.
 - Contribute to and distribute onsite materials from all pertinent departments/staff.
 - Assist staff with invoicing, tracking, and reporting on sponsorships and exhibitors.
 - Assist staff with agendas and room assignments for meetings and events.

- Research and prospect event venues as needed
- Independently manage virtual events using various platforms. This includes facilitating interactive elements of the event such as breakout rooms, polling, and whiteboards.
- As directed, attend in-person and virtual events.
- Interact directly with other staff and members before, during, and after events to effectively manage and respond timely to inquiries and requests.
- Manage catering requests including selecting vendors and ordering.
- Collaborate with other staff and NAAA members to develop marketing materials and logistical information on the NAAA website for events and meetings, including the development of preliminary programs with registration information, links to local hotels, travel and transportation suggestions, attendance lists, meeting materials, etc.
- Assist, as needed, in the acquisition and inventory of supplies and materials for meetings and events, including but not limited to name badges and badge and tent card stock.
- Assist with the registration database and input exhibitors and sponsors in EventsAir database program.
- Serve as main point of contact for all meeting-related questions for members and external stakeholders.
- Continually monitor activities of members and external stakeholders and provide information to management.
- Collaborate with the Executive Director, NAAA staff and members on overall business meeting strategy, operating procedures, and management of execution of events.

- Manage and carry out major assignments and projects essential to the operation of the organization, as directed by the Public Affairs Manager.

QUALIFICATIONS/REQUIREMENTS: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Possess a good understanding of event coordination and the ability to partner with various stakeholders.
- Project management skills with the ability to coordinate workflow, determine priorities, meet deadlines, and effectively balance competing demands.
- Must be able to work independently and with ability to exercise discretion and independent judgment regarding matters of significance while still exercising judgment as to when collaboration with others is required and when decisions require a consensus or approval of others.
- Willingness to learn to use new technologies and work in multiple software platforms and applications.
- Demonstrates excellence in judgment, problem-solving, and decision-making to advance NAAA's mission, strategy, and goals; exhibit excellent critical thinking and logic skills.
- Ability to prioritize tasks and to work with others to complete tasks as a team.
- Ability to act with integrity, professionalism, and confidentiality.
- Exceptional oral, written, and interpersonal communication skills and attention to detail with demonstrated ability to develop quality, error-free documents and correspondence.
- Create and support an environment which fosters teamwork, cooperation, respect, and diversity.
- Must promote and foster productive multidirectional communications with staff as well as members, the board, and external parties.

- Work with integrity and ethics; must follow NAAA policies and procedures; is consistently at work and on time; ensure work responsibilities are covered when absent.
- Ability to travel to meetings and to represent the association in a professional manner.
- Willingness to take ownership for wide-ranging responsibilities; demonstrate accuracy and thoroughness; look for ways to improve and monitor own work to ensure quality.

EDUCATION AND TRAINING/EXPERIENCE: Applicants will ideally have an Associates or Bachelor's degree, and relevant experience for a number of years in business management, communications, marketing, or a related field.

- Must have two to three years of relevant event/meeting planning experience.
- Prior work experience in a non-profit/association environment is a plus.
- Understanding of project management, attention to detail, and ability to partner with various stakeholders.
- Technical knowledge on running virtual events.
- Experience working with Microsoft 365 programs (Word, Excel, Outlook, Teams, etc.)
- Prior experience in association management, meeting management, hotel, or convention centers a plus.

TRAVEL. Travel is primarily local during the business day, although some evening, out-of-the-area, and overnight travel is required for association/industry meetings and events. Total travel is expected to be no more than 20%.

SUPERVISORY RESPONSIBILITY. This position has no supervisory responsibilities. However, this position is expected to utilize and work with all staff to provide meeting and event support, as needed.

LOCATION/WORK ENVIRONMENT. This position operates primarily out of the NAAA headquarters in the greater Washington D.C. area (Frederick, MD) office. This role routinely uses standard office equipment such as laptops, docking stations, phones, and photocopiers.

POSITION TYPE AND EXPECTED HOURS OF WORK. This is a salaried, full-time position working at least 8 hours per day Monday through Friday. Evening and weekend work may be required as job duties demand.

OTHER DUTIES. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

PHYSICAL DEMANDS. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to communicate and exchange information.

This is a largely sedentary position; however, the employee is required to occasionally move about inside the office to access file cabinets, office machinery, etc., and operate a computer and other office productivity machinery and equipment, such as a copy machine, computer printer, filing cabinets, etc. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, or crawl. The employee will regularly be required to lift and move objects up to 25 lbs. Employee must be able to travel by air, automobile, and other means and stay overnight in hotels.

TOTAL COMPENSATION. This position's total compensation package includes a base salary ranging from \$60,000 to \$75,000 (commensurate with experience) and a robust benefits and perks package including medical and dental insurance, 401k, and paid time off. Further details regarding the benefits will be made available during the hiring process. This position operates primarily out of the NAAA headquarters in Frederick, MD. Applicants must be currently authorized to work for any employer in the United States. This position is classified as a salaried, exempt position.

DISCLAIMER: This job description is not a contract of employment, expressed or implied, nor is it an offer to enter into such a contract or guarantee of employment for any duration.

NAAA is committed to a work environment that is inclusive to all and free of discrimination. It is our policy to be an equal opportunity employer without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, citizenship status or any other factors prohibited by federal, state, and local law.

MUST BE CURRENTLY AUTHORIZED TO WORK FOR ANY EMPLOYER IN THE UNITED STATES, AND MUST BE ABLE TO WORK IN FREDERICK, MD.

Applications will be accepted on a rolling basis until the role is filled and the listing is removed from our careers page. To be assured of full consideration, please submit a cover letter, resume, salary requirements, and where you found this listing to:

- Email: naaa@naaa.com (Please reference Meetings and Events Planner)