



## VICE PRESIDENT, MEETINGS & SPONSORSHIP

The American Association for the Study of Liver Diseases (AASLD) is the leading organization of scientists and health care professionals committed to preventing and curing liver disease. AASLD is seeking a Vice President of Meetings & Sponsorship to develop and oversee the overall strategic direction of AASLD's meetings programs and sponsorships. AASLD headquarters is located in Alexandria, VA. This position is currently remote due to COVID-19. Candidates in the DC Metro area are preferred but individuals in the Eastern time zone will be considered for a remote opportunity. AASLD offers a competitive benefits package, including a 35-hour workweek, generous vacation/holiday leave, and retirement contribution.

### POSITION SUMMARY

Reporting to the Chief Executive Officer, the Vice President of Meetings & Sponsorship is responsible for the strategy of AASLD's meetings management and logistics, exhibit and sponsorship relations, and budget management including revenue generation. This position will develop a long-term meeting strategy and help direct the future of meetings by managing contracts, developing relationships with partners, and developing new opportunities for sponsorships. The Vice President works in collaboration with the AASLD leadership team, member leaders, and department staff on meetings throughout the year to facilitate the leadership activities of the Board, Committees, and other internal groups. This position leads a department of seven full-time professionals along with overseeing diverse vendor relationships. The Vice President directly supervises the Director of Meetings & Corporate Support and the Senior Manager of Exhibits and Sponsorships. This role is primarily responsible for two key areas: Meetings and Conferences and Registration and Exhibits.

The Vice President ensures AASLD's mission is reflected in all related activities, understands the unique culture of AASLD, and develops and maintains positive relationships with other organizations that are consistent with and advance the interests of AASLD and its constituents.

### RESPONSIBILITIES

#### Strategic Leadership

- Provide strategic vision, leadership, and oversight of all aspects of meetings department.
- Work collaboratively with executive and senior leadership to ensure meetings, sponsorships, and strategic initiatives build, sustain, and support AASLD strategic plan.
- Contribute to the development of the AASLD's strategic plan as well as the overall leadership and management of the organization.

#### Meeting & Conferences

- Provide oversight and management of Meeting and Conference department activities.
- Manage site selection, contract negotiations, program planning, and timelines.
- Oversee meeting logistics and onsite management.
- Assist with maintenance of historical records.
- Provide oversight for the preparation of, and ongoing updates to, departmental SOP's, including timelines.

#### Registration, Exhibit, and Sponsorships

- Provide oversight and management of Registration and Exhibit and Corporate Support department activities.
- Direct the registration (pre and onsite) process for meetings.
- Oversee Exhibit Hall functions and activity and maintain exhibitor relations.
- Oversee preparation and ongoing updates to departmental SOP's including timelines.

## Budget

- Oversee the annual budget of the division and monitor and manage the organization's resources within budget parameters.
- Work with teams in Meetings on budget preparation.
- Administer and control approved budget for overall department expenditures.
- Oversee and review invoices and monitor expenses and take corrective action to meet financial goals.
- Review monthly financial reports provided by Finance and Accounting.
- Evaluate proposals for cost efficiency and quality.

## General

- Evaluate new technologies that further enhance the effectiveness of the meetings department.
- Oversee AASLD travel agency and policies.
- Collaborate with association staff to ensure effective promotion and branding of AASLD programs and products.
- Effectively manage a high performing staff team responsible for AASLD meetings programs.
- Serve as a strategic advisor to the AASLD CEO on personnel matters related to the association.
- Serve as a key part of the AASLD Senior Leadership Team managing the success of AASLD towards the goals, objectives, and metrics of the strategic plan.
- Provide staff leadership in advancing the association's staff culture and accountability.
- Support and drive AASLD's goals around diversity, equity, and inclusion.

## **SKILLS & ABILITIES**

- Clear and effective verbal and written communication skills, including the ability to edit the writing of others
- Commitment to keeping stakeholders informed
- Strong strategic thinking and problem-solving skills
- Planning and organizing skills and the ability to work multiple projects under tight deadlines
- Excellent supervisory/management skills with the ability to lead and manage change in a positive and inclusive manner
- Commitment to providing the highest quality products and services that meet or exceed the needs and requirements of internal and external customers
- Interpersonal skills and emotional intelligence

## **REQUIRED EDUCATION AND/OR EXPERIENCE**

- Bachelor's degree in a relevant area, or other related field equivalent work experience
- Minimum of eight years of experience in a similar role with advanced subject matter expertise that includes vendor management and meeting logistics
- Previous healthcare and association experience
- Knowledge of key programmatic, operational, and financial issues and priorities
- Experience managing meetings with at least 5,000 attendees
- Experience identifying strategic partners and developing and executing successful partnerships
- Established relationships with committees within the field, such as PCMA, is preferred

## **How To Apply**

If you believe you meet the requirements, please submit a resume to the following job link:

<https://recruitcrm.io/apply/16323439442810013318sjl>

Additional inquiries and questions can be emailed to Beth Cessna at [Beth.Cessna@cessnaresearch.com](mailto:Beth.Cessna@cessnaresearch.com) or contact 202-232-1765.

## **ABOUT THE AMERICAN ASSOCIATION FOR THE STUDY OF LIVER DISEASES (AASLD)**

AASLD is the leading organization of scientists and health care professionals committed to preventing and curing liver disease. The organization fosters research that leads to improved treatment options for millions of liver disease patients and advances the science and practice of hepatology through educational conferences, training programs, professional publications, and partnerships with government agencies and sister societies.

AASLD recognizes that each employee's experiences and perspectives are unique and add value to its ability to serve the membership and community. AASLD is committed to building a fully inclusive, collaborative, and respectful workplace that reflects all the communities it serves. The organization offers a competitive benefits package, including a 35-hour workweek, generous vacation/holiday leave, and retirement contribution.

AASLD is an Equal Employment Opportunity employer.

## **ABOUT CESSNA & ASSOCIATES, LLC**

Cessna & Associates, LLC is a boutique HR consultancy partnering with mission driven, non-profit organizations. Our goal is to identify the best potential candidates that the market has to offer.

[www.cessnasearch.com](http://www.cessnasearch.com)



### The Power of Diversity, Equity, and Inclusion Fuels Success

Cessna & Associates embraces and celebrates the strength that diversity brings to our organization. Just as we are deliberate in our own pursuit of Diversity, Equity, and Inclusion initiatives, our efforts support our clients' DEI success. We drive every search with an unyielding focus to create an even playing field for all candidates and assess their ability to be "culture adds," not merely "fits" for our clients. Our team builds and nurtures this rich tapestry of diversity for ourselves and for our clients.