



NATIONAL STONE, SAND  
& GRAVEL ASSOCIATION

**Job Title: Director, Meetings & Events**

**Reports to: Vice President, Meetings & Membership**

The National Sand, Stone & Gravel Association (NSSGA) is the leading voice and advocate for the aggregates industry. Our members – stone, sand and gravel producers and the equipment manufacturers and service providers who support them – are responsible for the essential raw materials found in every home, building, road, bridge and public works project and represent more than 90 percent of the crushed stone and 70 percent of the sand and gravel produced annually in the United States.

**Position Summary**

The Director, Meetings and Events supports NSSGA’s strategic plan by facilitating the delivery of meetings, events & education for the aggregates industry. The Director is responsible for development, execution and evaluation of our membership meetings.

**Key Responsibilities**

**EVENTS**

- Provide excellent leadership and management of all NSSGA events.
- Identify appropriate venues for programs and events utilizing data collected through members surveys and through research and site-visits.
- Develop and maintain relationships with key hotel contacts to ensure NSSGA is provided favorable concessions in contracts.
- Develop and update detailed budgets for each conference on a regular basis, including reforecasting and providing back-up and explanations for budget shortfalls.

**Pre-Event**

- Serve as lead negotiating contracts with venues, hotels and vendors, keeping NSSGA’s best interest in mind.
- Communicate and coordinate with speakers and panelists, and coordinate with internal and external stakeholders on appropriate onsite rehearsal times.
- Coordinate audio visual needs with speakers and panelists.
- Manage logistics for all meetings and events, including detailed scheduling of conference rooms, food and beverage ordering and setup, AV equipment and production, sponsor deliverables and special arrangements.
- Prepare staging guide for all events.
- Oversee housing and outbound/inbound shipments.
- Maintain historical files of all event materials in the shared cloud drive.

**Onsite**



- Facilitate the execution and onsite delivery of meeting, including staff coordination, issue troubleshooting, and communication with facility and vendors as needed.

#### **Post-Event**

- Ensure the timely reconciliation of all meetings & event invoices.
- Update budget with final numbers for accurate and historical record keeping.
- Request reports from host hotels with final room pick up, delegate listing, F&B actuals, etc. Document and use as a guide for planning future events.

#### **SPONSORSHIP**

- Maintain awareness of and responsiveness to emerging trends, advancements, challenges and other topics of interest to members and sponsors. Maximize sponsor engagement while maintaining strong quality control measures.
- Work with other Meetings & Events team members to develop and maintain relationships with sponsors and potential sponsors, which includes getting to know our sponsors – understand their goals and how NSSGA can help them achieve their goals.

#### **OTHER RESPONSIBILITIES**

- Provide assistance as requested for Meetings & Events team as directed by VP, Meetings & Membership.
- Coordinate and negotiate all housing contracts for AGG1, NSSGA's tradeshow.
- Other relevant duties as assigned.

#### **Background/Education Requirements**

- 10+ years of meeting and event experience, preferably with trade associations.
- A strong customer service philosophy and attention to detail both internally and with external stakeholders.
- At ease with learning new technology quickly.
- Self-motivated, able to take initiative, and work independently with minimal direction.
- Takes personal responsibility and accountability for their work - maintains high standards despite pressing deadlines.
- Possesses a creative, innovative, resourceful, 'get-it-done' mentality to deliver unique and successful meetings and events.
- Exceptional project manager with experience gaining team consensus and driving deliverables.
- Ability to handle competing priorities seamlessly and efficiently prioritize tasks.
- Detail oriented, highly organized, team player who thrives in a fast-paced environment.
- Excellent time-management skills, manage multiple tasks and projects, track details, and ensure timely and accurate results.
- Excellent verbal and written communication skills.
- Impeccable attention to detail and excellent proofreading skills.
- Strong financial management and negotiation skills.
- Able and willing to work flexible hours as needed; work hours may require some evenings, early mornings and/or weekends.
- Proven ability to hold meetings and events that promote consistency in branding and experience.



Please provide resume, cover letter and salary requirements to [hr@nssga.org](mailto:hr@nssga.org). Located in Alexandria, VA, NSSGA provides a supportive work environment, excellent benefits and competitive compensation, including health and dental insurance, participation in a 401(k) with company match, paid vacation and sick days and holidays, participation in a flexible spending account and transit program.

NSSGA is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.

