



The Manufactured Housing Institute (MHI) seeks a Meetings Manager to join our team in Arlington, Virginia.

WHO WE ARE

The Manufactured Housing Institute (MHI) represents all segments of the manufactured housing industry, and our 1,000 member companies provide housing for more than 22 million Americans. We're hiring an events strategist to support our meetings team and to help deliver top-tier industry programs.

WHO WE ARE LOOKING FOR

We are seeking a motivated, detail-oriented event professional to join our growing organization. Reporting to the Director of Meetings, the Meetings Manager is responsible for tactical support of MHI events that drive the sector and member value. This team member plays an integral role in managing all aspects of planning, logistics, and production of MHI meetings, along with management of exhibit sales, ensuring the MHI event experience is executed to the highest standard, with an eye on continuous improvement.

In this role, you will:

Exhibitor Sales & Support

- Oversee and manage the sales process for MHI's Congress & Expo, optimizing the use of 45,000 square feet of exhibit space.
- Cultivate and maintain strong exhibitor relationships serving as the primary contact for sales and event inquiries, including registration, shipping logistics, electrical needs, and venue policies.
- Coordinate and promote exhibitor features via the event's mobile app, on-site signage, website, and event program.
- Collaborate with the marketing team to develop and implement promotional strategies that increase exhibitor participation and satisfaction.

Event Management

- Support the planning and execution of MHI programs, including the registration process, housing, food and beverage, audiovisual needs, staffing, and registration.
- Monitor registration trends and create weekly registration status reports for all programs.
- Solicit proposals and negotiate contracts with external vendors, including registration, mobile app, security, special event venues, and staffing agencies. Manage selected vendors for meetings.
- Monitor room pick-up and housing lists with host hotels. Manage housing for staff, vendors, and VIP attendees. Conduct pre- and post-event audits.
- Collaborate with marketing to launch and maintain meeting websites, including registration, housing, travel logistics, sponsorships, and event details.
- Assist the Director of Meetings with venue sourcing, including proposal reviews, space layout assessments, concession packages, and site visits.
- Oversee post-event reconciliation and reporting, including pick-up reports, pricing, registration numbers, event metrics, and final survey results.
- Assist the Director of Meetings in fulfilling sponsorship commitments, including ordering materials, creating branding packages, and ensuring onsite visibility.
- Keep abreast of industry trends and technology, recommending new methods to enhance efficiency and attendee experience.
- Monitor the MHI Events inbox and follow up on event-related inquiries and concerns. Maintain essential meeting files.

Requirements

- Bachelor's degree in event management, hospitality, marketing, or related experience.
- 2-3 years of direct work experience in planning and managing multiple meetings simultaneously, preferably in a professional association or corporate setting.
- Exceptional organization and attention to detail with the ability to work collaboratively as part of a small, agile team.
- Willingness to learn and leverage new technologies to bolster the event experience.
- Strong project management skills with the ability to strategically manage competing priorities as necessary.
- Excellent communication and interpersonal skills.

- Creative thinking and problem-solving abilities.
- Willingness and ability to travel (weekday and weekend travel is required).

WHY WORK FOR US?

We are a thriving trade organization providing opportunities to innovate in driving areas of growth within the association and industry. We offer a hybrid work environment and a strong compensation package that provides a competitive salary and excellent benefits including vacation and holidays; health, dental, vision, disability, and life insurance; 401(k) program; paid parking; cell phone reimbursement, and more.

HOW TO APPLY

We understand that a single candidate may not offer every desired skill, experience, and characteristic, and encourage candidates who feel they offer a strong fit with the profile outlined to express interest.

If you are excited about this opportunity, we require your resume and salary expectations when applying. We would love to learn more about you and your accomplishments. Candidates should include a resume and a cover letter that includes the top 2-3 reasons why this role is the right fit for you, to Dany Bourjolly Smith at danybourjollysmith@asaecenter.org in the format requested below with the subject line: MHI – Meetings Manager.

- Please attach resume, titled as: Last Name – First Name MHI Resume
- Please attach cover letter, titled as: Last Name – First Name MHI Cover

MHI is an equal opportunity employer and does not discriminate on the basis of race, national origin, religion, age, color, sex, sexual orientation, disability, veteran's status, or any other characteristic protected by local, state, or federal laws, rules or regulations.