

Meeting Planner

International Dairy Deli Bakery Association (IDDBA) has an immediate need in our Madison, WI office for a capable Meeting Planner to provide tactical and logistical oversight of IDDBA events, enhancing their overall value and creating memorable experiences. This position works in conjunction with the Senior Meeting Planner and reports to the Meetings Director.

IDDBA is a nonprofit trade association for food retailers, manufacturers, wholesalers, brokers, distributors, and other industry professionals. Our mission is to expand our leadership role in promoting the growth and development of dairy, deli, and bakery sales in the food industry.

Essential Duties and Responsibilities include but are not limited to the following:

- Day-to-day liaison between Meetings Department and Assistant to CEO
- Facilitate cross-department functions related to Board of Director meetings
- Manage Board of Directors Meetings (currently two annually); prepares hotel resumes and function specifications
- Create menus and manage Food & Beverage needs during annual event
- Coordinate and oversee four off-site events ranging from 6-125 people
- Oversee meetings department signage needs from inception, proofing and on-site placement
- Coordinate the travel booking process with IDDBA's official travel agency
- Provide administrative support services to Meetings Director
- Liaison with transportation company on all aspects of implementation of hotel shuttle services
- Maintain department statistics including convention center costs and concessions, transportation costs and hotels; works with other departments to capture their data to better plan for future years
- Compile survey data for inclusion in the annual show summary

Requirements/ Qualifications

- Bachelor's degree
- 1-3 years of meeting planning experience with strong project and task management in meetings and events
- Detail-oriented self-starter with extensive organizational skills and the ability to multi-task and be proactive
- Knowledge of all elements of meeting logistics including: food and beverage, AV and transportation
- Highly-motivated with excellent oral and written communication, organizational, multi-tasking, time management, conflict resolution, problem-solving and project management skills
- Ability to structure, write and review RFPs for meeting logistics-related services
- Tech / computer savvy; solid knowledge of Microsoft Suite (especially Excel and Word) and experience with CRM software
- Ability to problem-solve, work independently and meet deadlines and budgets
- Ability to work well under pressure, meet deadlines and manage multiple projects without losing effectiveness or reducing quality

Job Type: Full-Time

Work Days/Hours: 8:00am-4:30pm Monday-Friday with occasional weekends

Travel: Approximately 20-30 days of travel per year

Salary: Based upon Qualifications

Benefits: Vacation, Sick Leave, Paid Holidays, Health Insurance, Dental Insurance, Life Insurance, Short and Long-Term Disability Insurance, Retirement, and Exercise/Workout Room

Interested? Do you think that you might be a good fit? Send your cover letter, resume and salary history to [Nicolle Schmit hr@iddba.org](mailto:Nicolle.Schmit@iddba.org).