



## **JOB DESCRIPTION**

### **Manager, Meetings and Membership Services**

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The Common Ground Alliance (CGA) is the premiere trade association focused on reducing damages to underground facilities in North America through shared responsibility among all stakeholders. The CGA is a member-driven association of nearly 1,800 individuals and organizations across the damage prevention industry committed to saving lives and protecting underground infrastructure by promoting effective damage prevention practices. For more information, visit [www.commongroundalliance.com](http://www.commongroundalliance.com).

CGA is seeking an organized, motivated self-starter with experience in membership support and event planning to join our fast-paced team. The Manager of Meetings and Membership Services will serve as the direct contact for members, provide membership support and manage relationships and operations for CGA meetings and events. Experience in the event planning and membership engagement is required. This position will report directly to the Vice President of Marketing & Outreach.

### **Responsibilities**

- Maintain and build a comprehensive database of industry contacts.
- Respond and support membership inquiries.
- Manage all aspects of event planning meeting strict deadlines and budget demands.
- Liaise and build relationships with vendors, venues, and other industry contacts to craft and implement creative and logistical aspects of all events.
- Stay current, and often ahead of the curve, on event planning, design, and production trends, proactively identifying and solving operational challenges.
- Coordinate with internal staff, members, vendors, and others to establish needs for events, and serve as liaison to senior level executives and industry leaders throughout the planning process
- Research resources, and lead pre-event meetings when necessary to help staff make decisions about event design
- Plan and facilitate logistics for events, guest lists, affiliate meetings, presentation materials, security, catering, entertainment, transportation, equipment, decor, and marketing materials
- Oversee client experiences from conception through post-event, managing on-site preparations, production, and event breakdown, ensuring consistent, high-level service throughout all phases
- Troubleshoot and handle any issues that arise on event day.

### **Requirements/ Qualifications**

- Bachelor's degree in a related discipline and more than five years of experience in event management, member services, marketing and/or public relations.
- Proven success as an event planner, coordinator, or manager.
- Excellent database management skills.
- Experience with web/graphic design and event management software.
- Strong interpersonal and communication skills.
- Experience in maintaining and building enriching business relationships.

- Excellent organizational skills, including multitasking, time management, and meticulous attention to detail.
- Ability to successfully work under pressure and make timely decisions.
- This position will require domestic travel, non-traditional work hours, and some weekend work.

Salary commensurate with experience. Compensation includes health benefits as well participation in 401(K) plan once eligibility requirements are met. Please email cover letter and resume to [jobs@commongroundalliance.com](mailto:jobs@commongroundalliance.com).