



Position: Director of Meetings
Reports To: Vice President, Sales & Events
Department: Meetings & Events

Classification: Exempt
Created: September 2026
Location: Remote

Position Summary

The Director of Meetings is responsible for the planning, coordination, and execution of National Glass Association meetings and events outside of the primary GlassBuild America event operations function. The position provides hands-on leadership for NGA meetings, conferences, committee meetings, and other organizational events, ensuring they are well planned, professionally executed, and aligned with NGA's organizational priorities and member needs.

Reporting to the Vice President, Sales & Events, the Director works closely with internal departments, volunteer leaders, venues, vendors, and other external partners to manage meeting logistics from initial planning through on-site execution and post-event evaluation.

Essential Duties and Responsibilities

These duties include, but are not limited to:

Meeting Planning & Execution

- Plan and execute NGA meetings and events, including conferences, committee and task group meetings, Advocacy Days logistics, leadership meetings, and other non-GlassBuild America meetings and events.
- Develop and manage meeting timelines, work plans, production schedules, and logistical requirements to ensure successful execution.
- Coordinate meeting logistics including venue arrangements, room blocks, food and beverage, audiovisual needs, transportation, registration requirements, signage, room sets, and other operational details.
- Serve as the primary operational point of contact for assigned meetings and events from initial planning through on-site execution and post-event follow-up.
- Provide hands-on, on-site meeting management and troubleshooting as needed.
- Coordinate with internal departments to identify meeting objectives, schedules, program requirements, attendee needs, and logistical priorities.
- Ensure meeting plans and execution reflect NGA standards and provide a professional, positive experience for members, attendees, speakers, volunteer leaders, and other stakeholders.

Venue & Vendor Coordination

- Research and evaluate venues and vendors based on meeting requirements, service capabilities, cost, and attendee experience.
- Coordinate with hotels, venues, audiovisual providers, caterers, transportation providers, and other meeting-related vendors.
- Manage operational vendor relationships and monitor performance against established expectations and contractual requirements.
- Review meeting-related contracts and proposals and coordinate appropriate review and approval with the Vice President, Sales & Events and other NGA leadership as required.
- Monitor contractual obligations, deadlines, room blocks, guarantees, cancellation provisions, and other key meeting commitments.
- Maintain organized records of meeting contracts, vendor information, schedules, and other documentation.

Budget & Financial Management

- Develop and manage budgets for assigned meetings and events in coordination with the Vice President, Sales & Events and Finance.
- Track meeting-related expenses, commitments, invoices, and budget performance throughout the planning cycle.
- Identify opportunities to manage costs while maintaining the quality and effectiveness of NGA meetings.
- Review vendor invoices and other meeting expenses for accuracy and facilitate timely processing in accordance with NGA procedures.
- Provide meeting budget information, forecasts, and updates to the Vice President, Sales & Events as requested.

Cross-Functional Coordination

- Partner with NGA departments to coordinate meeting logistics and ensure clear roles, responsibilities, deadlines, and communication.
- Work collaboratively with Sales, Marketing, Content & Programming, Advocacy, Technical Services, Workforce Development, Membership, Finance, and other functions as appropriate for individual meetings and events.
- Coordinate with volunteer leaders, speakers, presenters, and external partners regarding meeting logistics and requirements.
- Maintain effective communication with internal and external stakeholders before, during, and following meetings.

Meeting Evaluation & Continuous Improvement

- Conduct post-event reviews and evaluate meeting operations, attendee experience, vendor performance, and other relevant outcomes.
- Gather and analyze feedback to identify opportunities to improve future meetings and events.
- Develop and maintain meeting-planning processes, templates, timelines, checklists, and other tools that promote consistency and operational effectiveness.
- Stay current on meeting-management practices, technology, attendee expectations, and industry trends relevant to NGA's meeting portfolio.

Supervisor Responsibilities

- May supervise employees and/or contractors supporting the Meetings function, as assigned.
- Provides direction and coordination to internal staff, vendors, and other resources supporting assigned meetings and events.

Qualifications

Education

Required

- Bachelor's degree in meeting/event management, hospitality, business administration, association management, or a related field, or equivalent combination of education and relevant professional experience.

Preferred

- Certified Meeting Professional (CMP) credential or similar industry certification.

Experience

Required

- Minimum of 10 years of progressive experience in meeting and event planning, management, and execution.
- Demonstrated professional experience planning and executing meetings, conferences, or events with responsibility for logistics, vendors, budgets, and on-site execution.
- Experience managing multiple meetings or events concurrently with competing deadlines and priorities.
- Experience coordinating hotels, venues, audiovisual services, food and beverage, room blocks, and other meeting-related vendors.
- Experience developing and monitoring event budgets and reviewing meeting-related contracts and proposals.

Preferred

- Experience working in a trade association, professional association, nonprofit organization, or membership-based organization.
- Experience supporting meetings involving volunteer leaders, Boards, committees, members, or other external stakeholders.
- Experience planning meetings or events within the architectural glass, glazing, construction, building products, or related industries.

Knowledge, Skills and Abilities

- Comprehensive knowledge of meeting and event planning practices, including venue selection, hotel and vendor coordination, food and beverage, audiovisual requirements, room blocks, registration, and on-site logistics.
- Strong project-management and organizational skills, with the ability to manage multiple meetings, deadlines, vendors, and priorities simultaneously.
- Strong budgeting and financial-management skills, including the ability to develop budgets, monitor expenses, review invoices, and identify potential variances.
- Working knowledge of meeting and event contracts, including key operational and financial terms and the ability to identify matters requiring leadership or legal review.
- Excellent written and verbal communication skills, with the ability to communicate effectively with members, volunteer leaders, staff, vendors, venues, speakers, and other external stakeholders.
- Strong vendor- and relationship-management skills, with the ability to establish expectations, address issues, and maintain productive working relationships.
- Strong attention to detail and follow-through, particularly in managing complex logistical requirements and deadlines.
- Demonstrated problem-solving skills and the ability to make sound decisions and respond effectively to changing circumstances during live events.
- Ability to work collaboratively across departments and coordinate work where direct authority may be limited.
- Ability to exercise sound judgment, discretion, and professionalism when representing NGA.
- Ability to travel and work outside normal business hours as required to support NGA meetings and events.

Physical Requirements

- Occasionally lifts objects weighing up to 10 pounds.
- Frequently reaches and grasps with arms and hands; occasionally stoops and bends; must have manual dexterity.
- Frequently uses a keyboard and computer to enter, analyze, and communicate information and data.
- Ability to remain standing and/or walking for extended periods during meetings and events.
- Work is performed primarily in a home office environment where, at the responsibility of the employee, there are a few physical discomforts due to dust, dirt, noise, and the like.

Reasonable Accommodation

The National Glass Association will make reasonable accommodations to enable qualified individuals with disabilities to perform essential functions of this position, consistent with the American Disabilities Act (ADA) and applicable state and local law, unless doing so would impose an undue hardship.

Disclaimer

This job description sets forth the position's principal duties, responsibilities, and requirements and is not intended to be an exhaustive statement. The Essential Duties and Responsibilities described above represent the essential functions of the position, as defined by the Americans with Disabilities Act (ADA). Other duties and responsibilities may be assigned as needed.

Equal Opportunity Employer

The National Glass Association is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, protected veteran status, pregnancy, or any other characteristic protected by applicable federal, state or local law.