

July 2025

**NATIONAL ASPHALT PAVEMENT ASSOCIATION
JOB DESCRIPTION**

Title: Senior Manager, Meetings & Sponsorship

Reports to: Senior Director, Meetings & Education

Exempt Category: Exempt employee – not eligible for overtime pay.

Remote Work Eligibility: Eligible after waiting period, with approval of manager

Flex Time Eligibility: Eligible after waiting period, with approval of Manager

Summary of Duties

Through strategic and tactical event management expertise, the Senior Manager, Meetings & Sponsorship is responsible for managing all event-related sponsorship, logistics for guestroom blocks, and supporting event operations for NAPA's meetings and events.

Functional Role/Responsibilities

EVENT SPONSORSHIP MANAGEMENT

Manage day-to-day operations for in-person event sponsorship to include:

- offer – collaborating with team on opportunities + leading prospectus/sell sheet development
- sales – securing/confirming sponsors + collaborating w/marketing partner on sales efforts
- service – delivering timely and excellent customer service to event/potential sponsors
- fulfillment/activation – coordinating/executing logistics for sponsorship benefits
- measurement – soliciting verbal/written feedback from sponsors
- relationship management – serving as primary contact for + developing rapport/relationships with event/potential sponsors

HOUSING MANAGEMENT

Coordinate logistics for guestroom block, including:

- guest room inventory – managing attendee and administrative block/subblocks
- daily administration – fielding inquiries, managing waitlists, securing overflow housing if needed

EVENT OPERATIONS

Coordinate logistics for Annual & Midyear Meetings to include:

- service RFPs – researching/recommending venues, service providers, transportation, etc.
- signage – coordinating deck/printing inserts for 22x28 sign frames

- staff logistics – coordinating experience logistics for onsite team (staff guide, staff office, etc.)
- onsite execution – supporting event logistics (checking room sets, setting signs, staging/loading transportation)

SMALLER MEETINGS AND WEBINARS

- Work cross-functionally with internal teams to lead planning and execution of 1-2 events annually
- Serve as back-up support for webinars/virtual meetings

Knowledge/Skills/Abilities

- 10+ years of progressive event management experience (association/non-profit meetings preferred)
- Strong relationship builder, influencer, and acts as an ambassador for NAPA
- Flexible, agile with ability to prioritize in fast-paced and dynamic work environment
- Excels in planning and strong attention to detail
- Sound judgment/discretion
- Comfortable dealing with ambiguity, with ability to drive clarity
- Ability to work with a sense of urgency and deliver under tight deadlines/time frames; prioritize workload
- Ability to travel as business needs require
- Microsoft Office 365 experience required
- Cvent experience/familiarity preferred
- Trello experience/familiarity preferred
- Zoom Meetings and Webinar platform experience preferred

Applicants who do not meet these precise requirements with respect to education, training, and experience may apply and NAPA will consider alternative qualifications.

The National Asphalt Pavement Association is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected Veteran status, age, or any other characteristic protected by applicable law.

Interested candidates should send cover letter and resume to HR@AsphaltPavement.org.

The current range for this position is \$70,000 - \$95,000