POSITION DESCRIPTION

Travel & Conference Planning Specialist

Reports to: Director of HR & Operations
Department: Office of Travel and Conference Planning (OTCP)
Location: King of Prussia, PA
Status: Full-time, Exempt
Posting Date: 9/2/2026

POSITION SUMMARY

The **Travel & Conference Planning Specialist** plans and executes meetings, conferences, and special events for American Baptist Churches USA (ABCUSA) and its related entities and partners, managing events from initial planning through completion, including venue selection and contract negotiations, registration, vendor coordination, financial and invoice oversight, logistics, and on-site support.

The Planning Specialist also serves as a primary liaison to hotels, convention centers, travel partners, vendors, and collaborates with ABCUSA staff, partners, donors, committees, and other stakeholders to ensure successful, cost-effective events.

The position also supports planning for the ABCUSA Biennial Mission Summit and works closely with the Events Project Coordinator and OTCP team to ensure continuity, cross-training, and effective execution of meetings and events.

ESSENTIAL RESPONSIBILITIES

Meeting & Conference Planning:

- Lead the planning and execution of meetings, conferences, and events from initial planning through completion, ensuring logistical, operational, and administrative requirements are effectively managed.

- Negotiate or oversee negotiations with hotels, convention centers, vendors, and other service providers to secure appropriate facilities, services, and pricing.
- Develop and issue Requests for Proposals (RFPs), evaluate proposals, and make recommendations regarding venues and vendors.
- Establish and maintain strong professional relationships with hotels, convention centers, local event personnel, vendors, and other business partners.
- Serve as the primary liaison with the ABCUSA official travel agency and coordinate travel-related services as needed.
- Coordinate meeting specifications, room blocks, food and beverage, audiovisual services, transportation, meeting space, and other event logistics.
- Manage online event registration processes and coordinate registration-related services for meetings and conferences.
- Monitor event-related expenses and review contracts, invoices, and other financial documentation for accuracy and compliance with approved arrangements.
- Work closely with the ABCUSA Accounting Manager and appropriate internal stakeholders regarding event budgets, invoices, payments, and financial reconciliation.
- Coordinate and facilitate events for ABCUSA cooperating organizations, related entities, and partners.
- Travel to and provide on-site support for meetings and events as required.

Biennial Mission Summit:

- Serve as a key member of the Biennial Mission Summit Planning Team.
- Lead or coordinate registration operations and related planning activities for the Biennial Mission Summit.
- Conduct site inspections at current and prospective Biennial Mission Summit locations.
- Coordinate with ABCUSA leadership, committees, staff, vendors, venues, and other stakeholders throughout the planning and execution process.
- Work closely with the Events Project Coordinator and other staff to coordinate registration, logistics, communications, and event-related activities.
- Provide planning management and support before, during, and after the Biennial Mission Summit.
- Work extended hours, including evenings and weekends, during peak planning periods and the Biennial Mission Summit, as business needs require.

Registration, Systems & Event Technology:

- Set up, maintain, edit, and manage approved meetings and events within the Cvent platform.
- Monitor registration activity and respond to registration-related inquiries and issues.
- Generate accurate registration, attendance, financial, and other event-related reports.
- Maintain accurate event records, documentation, contracts, and related information within appropriate systems.
- Utilize event management, registration, travel, communication, and other business systems to support efficient event operations.
- Identify opportunities to improve event planning processes, systems, and workflows.

Team Collaboration & Operational Continuity:

- Collaborate closely with the Events Project Coordinator and other staff to ensure successful execution of meetings and events.
- Cross-train with OTCP team members to ensure continuity of operations and adequate coverage of essential responsibilities.
- Provide guidance, knowledge sharing, and day-to-day support to other team members as appropriate.
- Work collaboratively with internal departments and organizational leadership to ensure event plans support broader ABCUSA objectives.
- Maintain a professional, service-oriented approach when working with staff, volunteers, committees, vendors, and external partners.
- Perform other duties and responsibilities as assigned.

Required Skills & Abilities:

- Strong event and conference management skills, with the ability to manage complex, multi-day meetings and events from planning through completion.
- Strong contract negotiation, vendor management, and relationship-building skills.
- Excellent organizational skills with the ability to manage multiple projects, competing priorities, and deadlines simultaneously.
- Exceptional attention to detail, including contracts, registration data, invoices, schedules, communications, and event documentation.
- Strong problem-solving and decision-making skills, with the ability to anticipate challenges and develop effective solutions.
- Excellent written and verbal communication skills, including the ability to communicate professionally with senior leaders, vendors, committees, volunteers, and diverse stakeholders.
- Strong interpersonal and collaboration skills, with the ability to build positive working relationships across departments and organizational levels.
- Strong follow-through and accountability for completing projects, resolving issues, and following up on action items.
- Proficiency with Microsoft Office Suite, including Word, Excel, Outlook, and related business applications.
- Proficiency with Cvent or comparable event registration and management platforms.
- Ability to work independently while also functioning effectively as part of a collaborative team.
- Ability and willingness to travel and provide on-site event support.
- Ability to work flexible hours, including occasional evenings and weekends, particularly during major events and peak planning periods.

EDUCATION AND EXPERIENCE

Required:

- Bachelor's degree in hospitality management, event management, business administration, communications, or a related field.
- Minimum of five (5) years of progressively responsible experience in conference planning, event management, meeting planning, travel and conference services, or a closely related field.
- Demonstrated experience planning and executing complex meetings, conferences, and/or multi-day events.
- Demonstrated experience managing vendors, venues, contracts, and event-related logistics.
- Experience with event registration and management systems, preferably Cvent.
- Experience working with committees, volunteers, senior-level leaders, and/or diverse stakeholder groups.

Preferred:

- Certified Meeting Professional (CMP) certification.
- Master's degree in hospitality management, event management, business administration, or a related field.
- Experience working in a nonprofit, faith-based, association, denominational, or mission-driven organization.
- Experience with large-scale conferences, conventions, or organizational gatherings.
- Familiarity with American Baptist Churches USA, Baptist polity, and/or religious organizations.
- Experience with additional event, travel, CRM, financial, or business systems such as Passkey, NetSuite, Constant Contact, Zoom Webinar, Microsoft Teams, or comparable platforms.

Compensation and Benefits:

American Baptist Churches USA (ABCUSA) offers a competitive compensation and benefits package, including health insurance, paid time off, paid sick time, and participation in a fully vested 403(b) retirement plan. ABCUSA provides opportunities for staff to continue developing their knowledge, skills, and abilities along their chosen career path, consistent with ABCUSA's mission and values.

ABCUSA is committed to maintaining a safe, professional, and collaborative work environment at its office located in King of Prussia, Pennsylvania.

To Apply:

Interested candidates should submit a cover letter and resume to Jobs@abc-usa.org.

The position will remain open until a qualified candidate is selected.