

Position Title: Vice President – Business Development

Date Available: Immediate

Location: San Diego or South San Francisco

Reports to: President & CEO

Hours: Full-time

FLSA Status: Exempt

Travel: Approximately 40%

Pay Range: DOE

Position Summary:

CLSA is seeking a Vice President - Business Development who will be a member of CLSA's Management Team, responsible for the building and retention of membership, establishing and managing business partnerships and strategic alliances, and creating and implementing programs that enhance membership value.

Essential Functions:

Business Development/Partnerships

- Create and implement a vision, including short and long term strategies for the growth and retention of the membership of CLSA.
- Manage ongoing business partnerships and strategic alliances with CLSA members and external organizations, and seek out new partners.
- Manage CLSA's group purchasing programs.
- Develop and report metrics to measure effectiveness of business development efforts.

Dues and Sponsorship Revenue Management

- Build an annual revenue budget based on business development forecasts.
- Oversee CLSA's dues and sponsorship proposal processes.
- Manage collections for overdue invoices and report on uncollectible memberships.

Membership Coordination

- Assure the smooth on-boarding of new members by creating and maintaining an effective new member welcome process.
- Work with staff (or other departments) to ensure member needs are met.
- Communicate to internal CLSA staff regarding changes in membership status for new, current and declining members.

Program Development

- Work with Management and Membership Teams to review and invigorate existing CLSA membership programs, and create and execute new programs for particular sectors of the membership (such as emerging companies, service providers and academia).
- Develop customer needs assessments and strategize with Management Team to continue to meet and exceed member expectations.

Public Relations

- Attend CLSA and other community events as an ambassador for CLSA, building awareness and promoting the organization to current and potential members and partners. Speak at key events to promote the life sciences sector.

- Act as a driving force in the development of the work ethic, culture and values of the organization. Through personal example, establish the style and approach which will characterize the Company's culture internally and externally.

Management

- Lead, manage, and inspire a membership team to achieve challenging and realistic goals.
- Prepare and present reports before CLSA's Board of Directors.

Required Knowledge, Skills and Abilities:

CLSA requires a business development executive who can identify potential new members and develop the strategy and communication needed to bring them to fruition. The VP of Business Development will need to possess a deep knowledge of and established relationships in the Life Sciences sector, and be able to interact effectively and comfortably with senior Life Sciences executives. He or she will need to actively lead the business development and membership functions in an effective, assertive manner. At the same time, this executive is also expected to be a contributor to the management of the company as a whole, as a member of the management team. These needs, essential to the Company's development, establish the necessary professional background and experience parameters for the successful candidate which include:

- Excellent verbal, written and digital communications skills.
- Demonstrated record of sound business judgment.
- 5+ years' managerial experience.
- 10+ years' experience in Business Development or Sales preferred.
- Experience using a CRM such as SalesForce or similar.
- Familiarity or experience with trade associations and member-supported business models.

Work Environment

- While performing the responsibilities of the Vice President – Business Development, these work environment characteristics are representative of the environment the Human Resources Director will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the Human Resources Director's job.
- While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and vehicles. The noise level in the work environment is usually quiet to moderate.

Relocation:

Not available.

CLSA Benefits:

CLSA currently offers a full suite of employee benefits including medical and dental insurance, LTD, STD and Group Life insurance, 401(k) plan with matching, and a generous paid time off and paid holiday schedule.

How to Apply:

Qualified individuals should submit their resumes with salary history to CHI Assistant Manager - Administration & Human Resources, Cheryl Stein, via email: jobs@chi.org