

Position: Manager, Membership and Events

BIOTECanada

BIOTECanada is the national trade association representing Canada's biotechnology sector. The over 220 member companies of BIOTECanada are located in every province across the country and are representative of Canada's diverse biotechnology ecosystem. Membership includes large multinational companies, early stage/pre-commercial start-ups, universities and academic institutions, support organizations, consulting firms and legal firms. Strength of membership is central to the Association's effectiveness as the 'voice of the industry' brand. In addition, BIOTECanada's operations and activities are financed primarily through membership dues. In this context, membership health and growth are central to the Association's ability to effectively represent the industry.

Manager, Membership and Events

General Responsibilities

- The primary focus of the role is to service existing member companies (primarily the early stage companies) and look for opportunities to increase the number of member companies in the Association.
- The position reports directly to the President and CEO of BIOTECanada.

Membership

- Lead the Association's identification, outreach and recruitment of new members
- Manage BIOTECanada membership renewal and tracking program (including the membership database)
- Identify sponsorship/partnership opportunities for revenue generation purposes

Member Services

- Maintain and grow the savings and services program that supports BIOTECanada's members
- Identify new services/savings/discounts for augmenting BTC's business solutions program
- Support communications/outreach to membership

Events

- Support BIOTECanada's participation at key industry conferences, including:
 - Biotech Showcase/BioEurope and BioEurope Spring/World Congress
- Lead the management of BIOTECanada's:
 - Annual Investor Summit @ Whistler; and,
 - Participation and activities at annual International BIO Conference.

Necessary Qualifications

- University education
- Association membership and event management experience
- Bilingualism (French/English) is an asset

Please submit your resume to info@biotech.ca by May 1, 2019.

Only candidates selected for interview will be contacted.