

## POSITION DESCRIPTION

**Position Title:** Director, Development and Strategic Partnerships

**Reports To:** Chief Executive Officer

The Director, Development and Strategic Partnerships serves as ASPEN's lead in corporate relations and business development efforts. The Director is responsible for identifying and advancing opportunities for the organization to grow both financially and strategically. This advancement includes establishing relationships with new corporate partners, stewarding, and deepening current industry partner relationships, and developing and implementing new business models and income streams that support ASPEN's overall strategic goals. The Director will capitalize on opportunities provided by ASPEN's conferences, events, products, and services.

### Primary Responsibilities

- Development
  - Serve as main contact for industry prospects and supporters of ASPEN to include stewarding and deepening relationships.
  - Identify and pursue new funding partners in order to expose to ASPEN and engage them as exhibitors, sponsors, advertisers, etc.
  - Craft successful funding requests to corporate and other entities.
  - Manage and enhance the relationship with ASPEN's Corporate Scientific Advisory Council (CSAC) by organizing bi-annual meetings with the ASPEN Board of Directors.
  - Oversee all corporate-related aspects of Annual Conference, including exhibit sales, sponsorship, advertisements, and ancillary programs.
  - Oversee timely delivery of corporate benefits and recognition and assure compliance with obligations and accreditation restrictions.
  - Serve as primary liaison to corporate partners by being an advocate for industry and building strong relationships.
  - Lead strategic growth conversations with the staff and volunteer leaders.
  - Supervise Manager, Development and Strategic Partnerships.
- Strategic Partnerships
  - Lead as primary liaison for international organizations working in clinical nutrition.
  - Service as staff liaison for ESPEN, FELANPE, and PENSA ensure that the organization agreements are current and followed.
  - Assist ASPEN leaders with presentations and logistics for international engagements.
  - Serve as staff liaison to ASPEN committees, as required.

### Qualifications

- Clinical degree required (RD/RDN; RN; Pharmacist; etc.)
- 7+ years' successful development experience, including senior position working with medical or health-related industry.
- Strong knowledge of the clinical nutrition marketplace and the dynamics and nuances of the industry.
- Demonstrated success as an internal and external relationship builder.

- Ability to synthesize big ideas into action.
- Outstanding written and verbal communication skills.
- Self-motivated, detail-oriented, creative, strategic, and highly organized.
- Experience with budgeting for income goals and cost management.
- Ability to work in a face paced, team-oriented environment with high expectations.
- Occasional travel required.

### **Physical Requirements**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.

ASPEN has a culture that supports work/life balance and has a generous benefit package including health and retirement benefits, flex time, and remote work opportunities.

*ASPEN is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

**To apply, please email cover letter with salary requirement and resume to [jobs@nutritioncare.org](mailto:jobs@nutritioncare.org).**