



SoCalBio

Southern California
Biomedical Council

SoCalBio is a non-profit trade association that represents and promotes the medical device and biotechnology industries in Los Angeles, Orange, Ventura, Riverside, Santa Barbara, San Bernardino counties. To learn about SoCalBio, visit our web site at: <http://www.socalbio.org>

DIRECTOR OF MEMBERSHIP

Send Resume to scbc@socalbio.org

- Job Location:** SoCalBio Office in the Irvine area
2144 Michelson Dr., Irvine, CA 92612
- Reports To:** SoCalBio President & CEO
- Interface:** Interfaces with all levels of SoCalBio personnel, Board of Directors, specialized committees, current and prospective SoCalBio member firms and organizations
- Functional Areas:**
- Support in attracting new members and achieving renewal of membership goals.
 - Engage members in SoCalBio programs and special events
 - Create and manage new special events, as necessary, to further SoCalBio's mission
 - Responsible for day-to-day administrative functioning of the membership organization and activities from the OC office location.
- Responsibilities:**
- Manage all day-to-day functioning of the SoCalBio membership program.
 - Exercise responsibility for achievement of membership growth, renewal, revenue and program goals.
 - Assist in ongoing design, enhancement and implementation of membership strategy and program
 - Implement and manage all aspects of the SoCalBio events to attract new members, including participation in the marketing of the group purchasing program
 - Participate in the planning and execution of various SoCalBio events and conferences.

- Ensuring complete and effective administrative functioning of the membership program, including timely and accurate maintenance of all membership files, records and data, and reporting.
- Develop and implement new membership programs targeting companies, educational institutions and strategic partnerships with emphasis on production of additional revenue.
- Participate in the development of collateral material for membership recruitment.
- Special project work as necessary, to include increasing efficiencies in the department by use of automated systems, including software and other tools.
- Other responsibilities as directed by the President & CEO President

Qualifications:

- Undergraduate or graduate degree in business, public policy, health economics, or any engineering/life-science-related field.
- Knowledge of the life-science industry, in general, and in the Los Angeles/Orange Counties, in particular
- Demonstrated track record of success in fund-raising.
- Minimum 5 years of work experience in related field
- Excellent business acumen and communications skills as position interfaces with supporters of SoCalBio who are senior executives in their firms
- Experience in public speaking and managing high-visibility events
- Self-motivated with strong organizational skills and ability to multi-task while paying attention to detail.
- Software skills:
 - MS Office Suite or equivalent (with demonstrated skills in designing PowerPoint presentations)
 - Database management (MS Access or equivalent)
 - Desk-top publishing (Pagemaker or QuarXPress)
 - Knowledge of html and web page design
 - Graphic design

Contact:

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