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 **Global Genes**

**Account Manager, Corporate Engagement**

**Job Description**

**Reports to Chief Program Officer**

Global Genes has developed a significant number of awareness and outreach programs, as well as collaborative partnerships with patient organizations, industry, clinicians and advocates. Reporting to the Chief Program Officer, the Corporate Engagement Director is responsible for supporting the development and implementation of comprehensive patient engagement and education programs in support of Global Genes’ organizational objectives.

This role consists of traditional Account Management, as well as Business Development, working directly with biotech, pharma and other rare disease industry partners to support existing programs and develop new programs that benefit patient communities. This person will play an active role within the Corporate Alliance, that is comprised of biotech/pharma partners, who participate in committees that act as working groups, developing large scale programs to serve patients and healthcare providers who are in rare disease.

Global Genes is a leading rare disease advocacy organization with global reach to the worldwide community of patients, caregivers, advocates and clinical partners. Our mission is to eliminate the challenges of rare disease through programs and services that build awareness, provide connections, resources and educational tools to positively impact affected patients and families.

The Global Genes Headquarters is located in Aliso Viejo, California.

**Position Overview:**

The Corporate Engagement department’s role is critical in ensuring that Global Genes’ patient driven events and programs are successfully funded and that Global Genes is successfully positioned as a bridge between industry and the patient communities that we both exist to serve. As part of this role, the Account Manager will pursue and represent the Global Genes mission in all his/her interactions.

**Corporate Alliance Membership & Industry Engagement**

**Corporate Alliance Membership**

* Renew current and identify prospective industry partners for Corporate Alliance Membership.
* Set and exceed revenue goals for membership.
* Work with Corporate Engagement team and CPO to finalize corporate membership.
* Corporate Engagement Team to collectively secure 25% new membership annually.

**Corporate Alliance Development**

* Help identify new potential strategic partners that will be instrumental in helping Global Genes achieve its mission and goals.
* Work directly with Senior Leadership team to develop partnerships.

**Corporate Alliance Program Development**

* Work within the Corporate Alliance to help ensure that programs developed within the committees are resourced, program managed and financed.
* In many cases, committees will be working collaboratively with other Global Genes Advisory groups and Advisors.

**Patient Engagement Events & Program Support**

**Annual Signature Events: Global Genes Patient Summit, Tribute to Champions of Hope, Partner Events, and Legacy Custom Events**

**Funding**

* Meet or exceed all revenue goals set for Patient Advocacy Summit sponsorship support.
* Meet or exceed all revenue goals set for Tribute to Champions of Hope Annual Event.
* Work closely with sponsors to identify relevant sponsorship programs that meet the needs of the organization in addition to the patient communities that they serve.

**Patient Engagement Program Support: RARE Toolkits, RARE Webinars, RARE Insights, RARE Daily, RARECast, and other educational programs and events.**

**Funding**

* Ensure that all Patient Engagement Programs are funded.
* Meet or exceed set Patient Engagement Program revenue goals.
* Incorporate funding support into integrated proposals to biotech and pharma partners.

**Educational Programs – Content Development**

* Instrumental in content development related to all Patient Engagement Programs.
* Work closely with Patient Engagement Team to help align content requests from industry with content requests from patient advocacy which includes all Global Genes events, tools and resources.

**Program Support**

* Provide Program Support where needed, including but not limited to events, patient programs, the development and distribution of resources and tools, webinars/webcasts and other areas designated by the team.

**Financial & Administrative**

 **Business Development**

* Actively identify new business leads from external sources.
* Identify and pursue organic growth opportunities with current clients.
* Annually, new revenue goals will be set in early Q4 with input and realistic projections from Director, Corporate Engagement.

**Administrative**

* Develop and manage budgets, timelines and projections monthly, and assist Corporate Engagement team with annual budgeting and forecasting.
* Work with Finance Manager to ensure monthly invoicing and activity reporting for each client is completed, and ensure that it is completed in a comprehensive and timely manner.
* Ensure all data, contacts, and correspondence are uploaded and managed effectively in Salesforce daily.

**Travel**

* Travel approximately 25-35% to meet with existing and potential industry partners and prospects and to relevant conferences and other key events.
* Adhere to all travel policies outlined in employee manual and as updated regularly by Global Genes executive management.
* Adhere to all reimbursement policies outlined in employee manual and as updated regularly by Global Genes executive management.
* Timely reporting and submission of expenses every two weeks.

**Professionalism**

* Support the organization’s mission, vision and values
* Represent the company well in both internal and external interactions
* Take a solution-driven approach to problem solving in order to address challenges presented by clients and the industry at large.
* Accept and provide constructive criticism in order to deliver the highest-possible work product.
* Act with a high degree of independence, demonstrating responsibility for account and client relationships.
* Continually seek new ways to learn, improve and contribute.

**Other Considerations**

* As a Field Based contractor, you will need to collaborate with the Corporate Engagement Team and all internal departments in order to meet our objectives and goals.
* Reports requested by your manager or special projects will need to be completed within designated time frames.
* Adherence to all corporate, financial and employee policies and procedures as implemented by Global Genes executive management.

**Qualifications**

* Bachelor’s degree required.
* 3-5 years’ experience in account management from an agency or industry perspective, with healthcare experience a plus.
* Advanced problem solving and communication abilities.
* Experience in sales, increasing engagement with customers, with expert follow through.
* Excellent communicator and team player.
* Comfort working under pressure in a fast-paced environment.
* Microsoft Suite and Salesforce experience preferred.