

Job Description – ESP Sponsorship Manager

The European Society of Pathology (ESP) is a non-profit organisation that aims to advance Pathology in Europe and to facilitate communication between European Pathologists. Being the leading force in European pathology, ESP strongly promotes high quality diagnostic pathology diagnosis for all patients, up to date education across Europe and support cutting-edge research to understand disease and translate science into clinical practice.

Job Details

- Position title: ESP Sponsorship Manager
- Supervision: To report to ESP Director-General/first-line Manager
- Remuneration: Highly competitive, depending on experience
- Hours per week: 40
- Contract: Permanent
- Location: ESP Brussels Headquarters/ESP Offices

Job Purpose

The Sponsorship Manager will secure and manage all kinds of ESP event-associated sponsorships like but not limited to the European Congress of Pathology “ECP”, European School of Pathology “EScOP”, ESP Academy, Masterclass, Advisory Forum, etc.,) on behalf of the Society in close collaboration with first-line Manager. To assist in all internal and external projects of the ESP and its Foundation.

Responsibilities

- Preparation and dispatch of Invitation to the Industry brochure for ECPs and other ESP events.
- Ongoing correspondence with interested and contracted companies.
- Work on sponsoring scope with companies, giving advice.
- Regular VCs with large sponsors on scope of their involvement and to answer questions.
- Prepare preparational on-site meetings with sponsors at congress venue and during congress (debriefing) and other ESP meetings.
- Process all sold sponsoring items, analogue and digital, in collaboration with congress project management.
- Coordinate allocation of satellite symposia to programme timeslots of ECP and other educational and scientific events of smaller size.
- Liaise with ESP and coordinate congress sponsoring with ESP Corporate Partnership.
- Regular updates on congress sponsoring status to ESP Director-General.

- On-site execution of sponsoring at annual congresses and other ESP potential events and meetings.

Qualifications, Skills and Experience

- Bachelor's (master's) degree in event management with a minimum of 5 years job experience directly related to the duties and responsibilities specified
- Proven working experience (3-5 years) in medical associations or a PCO working for medical associations
- Strong sales skills
- Structured, organised, precise, reliable
- Experience of using web CMS, virtual platforms and social media
- Excellent command of English language + 1 other
- Ability to work with peak activity time and stress resistant
- Willingness to travel

Please send a CV and cover letter to info@esp-pathology.org explaining why you want to work for ESP, how you would improve our events and activities efforts and how you would help us grow. Due to the volume of applications expected, only shortlisted candidates will be contacted for interviews. Only candidates with the right to work in Belgium/EU will be considered. Deadline for applications: 31st October 2023.

ESP is committed to promoting equality and diversity.