

Membership and Partnerships Manager

Reports to: EASL Managing Director
Location: EASL Office in Geneva
Start date: As soon as possible
Occupation: 100%

EUROPEAN ASSOCIATION FOR THE STUDY OF THE LIVER

The European Association for the Study of the Liver (EASL) has a new opening for a new Membership and Partnerships Manager. EASL is a non-profit organization (NPO) with its headquarters in Geneva, Switzerland. It performs its duty under a written constitution.

About EASL:

EASL was established in 1966 by a founding group of 70 European hepatologists. Over the past 50 years it has grown into a major European medical association with significant international representation and global influence. EASL currently has over 4,000 members from all continents, and the annual meeting is now the major international scientific event for liver diseases with more than 10,000 participants. EASL's core mission is the promotion of research and education concerning the liver and liver diseases. EASL runs a comprehensive portfolio of conferences, schools and related educational meetings. More recently, EASL has established a broad collection of online education and digital tools.

EASL acts as an advisor to European and national health authorities. All EASL activities and projects are coordinated by the EASL office in Geneva, which currently hosts more than 30 employees across several departments. The current office covers a broad range of expertise from events management, education and publishing to marketing, finance management and public relations.

The position:

The Membership and Partnerships Manager manages the relationship with individual members and related societies and also undertakes a number of specific projects with both communities.

Membership

EASL membership *strategy development* to attract new members and retain existing members:

- Strategic development of the EASL membership value proposition
- Build and maintain member loyalty
- Expand and diversify membership base
- Provide customer service for EASL Members on their enquiries
- Support, assist and advice EASL Members on the membership benefits
- Process membership payments (offline and bank transfers)
- Manage relationship with publisher and journal delivery issues
- Develop and circulate membership reports on a regular basis and provide ad-hoc reports internally
- Oversee communications with members through all communication channels in collaboration with the marketing department (newsletters, social media, website)
- Membership data management
- Marketing analysis and product development

Partnerships

Manage formal and administrative relationship with Sister societies such as ALEH, AASLD, and APASL etc):

- Memorandum of understanding
- Liaise with EASL Governing Board
- Administration (correspondence and filing)

Manage formal and administrative relationship with the National Societies

- Memorandum of understanding
- Liaise with EASL Governing Board
- Administration (correspondence and filing)

Manage the Best of EASL project

- Liaise with the local organizers and EASL invited speakers on participation, logistics and promotion

EASL Endorsements

- Process application
- Manage agreements
- Monitor compliance

Nurses and Allied Health Professionals Task Force and Young

- Meeting organization and coordination
- Meeting follow up
- Report to Governing Board

Fellowship scheme, Mentorships, Registry Grants, YI Award

- Application process
- Review process
- Reports to Governing Board
- Communication with applicants
- Liaison with EASL Marketing and Communication
- Management of recipient participation at ILC
- Annual report

Managerial experience

- The ability to operate at a senior level including close collaboration with the Managing Director, Governing Board members and key opinion leaders;
- Experience of overseeing projects and ensuring their delivery on time, on scope and to budget;
- An ability to develop systems and procedures;
- An ability to chair and lead meetings;
- An ability to prioritise and delegate.

The candidate must be:

- A national of one of the EEA Member States or Swiss working permit
- Willing and able to undertake regular travel within Europe and, occasionally, beyond.
- Participation in the EASL International Liver Congress each April is compulsory.

Contact details:

Please send complete application (CV, motivation letter and Certificate and Diplomas) to recruitments@easloffice.eu

Only complete application will be considered.

NB. Due to time constraints, we will only answer to the applicants that are selected for a first round of interview. Thank you for your understanding.