



AMERICAN ACADEMY OF OTOLARYNGOLOGY- HEAD AND NECK SURGERY

Job Description for:

Corporate Development Coordinator
Global Education, Meetings and Strategic Partnerships Business Unit
Non-Exempt

Reporting Structure

The Corporate Development Coordinator reports to the Senior Director, Global Education, Meetings and Strategic Partnerships

Qualifications

Two to three years office/administrative experience required. Excellent computer skills including, but not limited to, all Windows applications (Microsoft Excel, Word, Access, and Outlook). Organizational skills, and written and oral communication skills required, particularly proofreading. Must be able to work well under pressure and with minimum supervision. Association and/or meetings experience a plus. College degree desirable. Some travel may be required.

Key Responsibilities

- Administrative support to the Corporate Development team including the Annual Meeting & OTO Experience, and any other opportunities as identified to sell across the Academy.
- Assist the Corporate Development team with the planning and execution of the Annual Meeting & OTO Experience.
- Provide logistical and financial reconciliation support to the Corporate Development team.

Specific Duties

- Answer inquiries from the members, exhibitors, corporate partners and meeting industry representatives as assigned.
- Coordinate the routing of internal paperwork/communications.
- Maintain and organize the electronic and paper files for the department.
- Responsible for maintaining the filing system for contracts.
- Responsible for updating and editing online interactive floorplan for OTO Experience.
- Ensure all data in CRM is accurate and up-to-date, and all products are entered properly.
- Update OTO Experience, Academy Advantage, and Corporate Champions web pages as necessary to ensure the most up-to-date and accurate information is always available.
- Collect facility rules and guidelines and incorporates them into exhibitor rules.
- Supervise the on-site Floor Manager; facilitates move-in and move-out of exhibits, resolving problems as needed.
- Prepares sign orders for exhibit-related items.
- Prepares and distributes the monthly exhibitor newsletter.
- Promotes and coordinates mailing list rental for annual meeting (pre and post) and other meetings as needed.
- Collaborates with Meeting Operations staff on assignment of exhibitor housing and registration and overall project management.
- Prepares all on-site materials and forms (e.g., work late passes, violation forms, welcome letter, etc.).
- Advise Annual Meeting vendors on exhibitor cancellations, changes, and additions.

- Create and design the Exhibitor Prospectus. Assemble the content, write the text in conjunction with Corporate Development teammates, and compile the data for the promotion of the OTO Experience. Coordinate with Communications team on production schedule.
- Order supplies and assist in preparing the Annual Meeting shipment for the department.
- Manage email boxes (OTO Experience, Corporate Development) for the department and respond to all inquires within 24-hours.
- Process all exhibit financial batches with 24-hours, make collections calls as needed, and prepare the second payment invoice statements.
- Process invoices.
- Prepare contract signature forms and coordinate the signature routing process.
- Process payments in AMS for corporate development related revenue, including all Corporate Champion sales.
- Assist with updating and preparing the staff training materials and information for those traveling to the Annual Meeting.
- Responsible for developing and recommending changes in departmental procedures to increase quality and service to members, industry partners, and staff.
- Represent the Global Education, Meetings, and Strategic Partnerships department on the BEG team and other teams as assigned.
- Provide research assistance for special departmental projects.
- Duties and responsibilities may be added, deleted, or changed at any time at the discretion of management, formally or informally, either orally or in writing.