



Partnership Manager

The American Academy of Otolaryngology–Head and Neck Surgery is seeking a Partnership Manager. The Partnership Manager plays a vital role in supporting the development and execution of strategies to grow our association's corporate partnerships and philanthropic giving programs. This position serves as a primary relationship manager for industry partners and individual donors, working to advance our mission through partnerships and giving initiatives.

The Partnership Manager reports to Senior Director- Education, Meetings & Corporate Development.

This is a hybrid role, in-person in Alexandria, VA, 3 days a week.

Key Responsibilities

Corporate Partnership Development

- Identify, cultivate, and secure new corporate partnerships while maintaining and expanding existing relationships
- Develop and implement comprehensive partnership strategies that align with both partner and association objectives
- Create compelling partnership proposals and manage contract negotiations
- Manage grant documentation and applications relevant to partnerships
- Establish and track partnership deliverables, ensuring delivery of promised benefits and showing ROI
- Enhance and optimize lead generation and pipeline reporting processes
- Collaborate with internal teams to ensure successful partnership activation and execution

Philanthropic Development

- Lead individual giving programs, including major gifts, annual fund, and planned giving initiatives
- Manage donor recognition programs
- Oversee donor communications and stewardship activities
- Maintain accurate donor records and gift processing systems

Required Qualifications

- Bachelor's degree in a related field and 6+ years of experience in partnership development, fundraising, or a similar area. Relevant experience may be substituted for a degree
- Detail-oriented with exceptional organizational, critical thinking, and communication skills to ensure clear, accurate information and effective collaboration
- Ability to manage multiple projects simultaneously, prioritize tasks, and meet competing deadlines

- Proven ability to work effectively both independently and within a collaborative team environment
- Proficiency in event technologies with CRM systems and Microsoft Office Suite
- Demonstrated excellence in customer service, problem-solving, and exercising sound judgment in dynamic situations
- Willingness to travel approximately 25%

Preferred Qualifications

- Demonstrated experience within medical or healthcare associations

Working Conditions

This is a hybrid position, in-office Mondays, Tuesdays, and Wednesdays, with the flexibility to telework on Thursdays and Fridays.

Status

- Regular, full-time
- Exempt

Benefits

We are proud to offer an excellent benefits package offered to eligible employees including:

- Medical, vision & dental insurance
- 9% 403(b) contribution after the first year of service
- 5 weeks of paid time off (PTO) & 11 holidays
- Parking or public transportation allowance
- Long & short-term disability insurance
- Medical & dependent care flexible spending accounts
- Workplace flexibility including a hybrid work environment
- Professional development opportunities and tuition/certification reimbursement

Equal Opportunity Statement

The American Academy of Otolaryngology–Head and Neck Surgery is an Equal Opportunity Employer.

Application Instructions

Email your cover letter and resume to employment@entnet.org.