

Microbiology Society – Job Description for:

Job Title	Account Executive
Reports to	Head of Marketing and Development
Location	14-16 Meredith St, London, EC1R 0AB

1.1 About us

The Microbiology Society is a membership charity for scientists interested in microbes, their effects, and their practical uses. It has a worldwide membership based in universities, industry, hospitals, research institutes, schools, and other organisations.

Our members have a unique depth and breadth of knowledge about the discipline. The Society's role is to help unlock and harness the potential of that knowledge.

Our commitment to anyone who studies microbes is ***“whoever you are, wherever you are, we will amplify your voice”***.

Read more about our mission and values at microbiologysociety.org

1.2 About you

Reporting to the Head of Marketing and Development, the role of the Account Executive will work with colleagues, members and partners – both existing and potential – to develop pathways to new opportunities in a rapidly changing landscape, ensuring the Society is at the forefront of open science initiatives, collaborates with partners to benefit its members, and grows and diversifies its income streams for long-term sustainability. This will enable us to achieve the Society's ambitious vision of a world in which the science of microbiology provides maximum benefit to society.

The postholder will develop client relationships and work closely with colleagues across the Development Opportunities, Scientific Programmes and Engagement and Storytelling themes to increase collaboration with industry to develop and grow and sustain income generating activities aligned to the Society's 2023-2027 strategy. They will be the lead point of contact for specific accounts, as well as building a broader understanding of the Society's industry partners to help create lasting and mutually beneficial relationships.

The postholder will have strong interpersonal skills and will have experience of managing multiple workstreams. They will be able to manage relationships with ease, comfortable in a busy working environment with a 'can do' attitude.

The postholder will be able to work independently, managing and prioritising the workload and making informed decisions regarding prospects and projects, with the ability to escalate decisions where appropriate. They will be able to actively contribute to the wider Development Opportunities theme, to generate ideas that maximise output for the Society and its members.

1.3 Duties

Key responsibilities will include (but will not necessarily be limited to):

- Manage a portfolio of partner accounts – including a range of commercial organisations working on products and services for the scientific community – developing and nurturing strong relationships with key decision-makers and stakeholders to deliver and maintain sustainable income streams.
- Proactively identify and pursue opportunities with new companies to grow our network of industry partners, income generation opportunities and financial support for the Society's activities.
- Working closely with the Head of Marketing and Development, identify and secure industry commitment to deliver session topics and speakers to help enhance the Society's rich and varied programme of events.
- Stay up-to-date with industry trends and market conditions to anticipate client needs and opportunities.
- Support and work with event organising committees, coordinating industry partners within and across Society activities.
- Represent the Society at events and, as appropriate, target industry contacts that can bring added value to the Society's programmes and activities, delivering tangible results through effective stakeholder management.
- Undertake marketing activity and develop relevant messaging to industry partners to keep the Society top of mind and increase engagement.
- Coordinate and support staff across themes with the promotional materials needed for the Society's events schedule.
- Undertake all administrative duties related to the Society's industry contacts and promotional activities, including invoicing and monthly analysis reports.

1.4 Knowledge and skills

Essential

- At least three years' experience in customer support or business development role.
- Educated to degree level or equivalent.
- Familiarity with the culture of working in a not-for-profit organisation.
- Experience of developing and nurturing a portfolio of clients.
- Proven track record of achieving measurable financial outcomes and enhancing engagement rates.
- Skilled in confidently negotiating and managing interactions with internal and external stakeholders.
- Ability to prioritise.
- Self-motivated with good time-management and communication skills.
- This role will require regular travel to UK and European events.
- Sales experience, ideally including exhibition space and with the ability to influence budget holders.

Desirable

- Experience of working in membership organisations.
- Sales experience, with the ability to influence budget holders.
- Knowledge of, or interest in, the science of microbiology.
- Familiarity with the science community.