



LEAD SPONSOR LIAISON

POSITION SUMMARY

The Lead Sponsor Relations Liaison is focused on maximizing mutual value for sponsors and MDG Boston. Focusing on our core mission and community, the Sponsor Relations Liaison drives the sponsor value proposition from their engagement with MDG Boston through designated sponsor programs.

MDG Boston's mission is to promote and nurture the ecosystem that accelerates medical technology development by innovators and entrepreneurs to advance healthcare outcomes. The Sponsor Relations Liaison also works to create and implement strategies and tactics to purposely engage individuals, corporations, and non-profit foundations in MDG Boston's mission.

This is a volunteer position within the MDG Boston organization.

ABOUT MDG BOSTON

Medical Development Group Boston (MDG Boston) is a non-profit community of individuals professionally committed to the Medical Device and other Medical Technology Industry segments united by the belief that innovation and advances in technology lead to substantial improvements in health care.

MDG's Mission is to contribute to the continuing development of medical devices and other medical technologies by enhancing the professional development of its members, fostering and supporting entrepreneurial thinking, serving as a forum for exploration of new business opportunities, and promoting best practices in enterprise management.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Working with the President of MDG Boston:

- Develops collaborative relationships with MDG Boston sponsors to understand their motivations for being a part of MDG Boston
- Effectively and proactively manages sponsor relations
- Ensures sponsors and MDG Boston mutual expectations are met
- Embraces the MDG Boston developed sponsor value proposition and actively works to ensure this value is provided to all sponsors
- In support of MDG's core value of continuous improvement, collaborates with MDG Boston President to evaluate and modify sponsor benefits in order to retain current sponsors as well as attract new sponsors
- Tracks and reports on sponsor benefit utilization according to their purchased sponsorship package
- Partners with sponsors to ensure sponsors take advantage of all benefits available to them
- Actively promotes the sponsor value proposition with all stakeholders
- As MDG Boston grows its sponsorships and memberships, works with key MDG Boston board members to ensure adequate resources are aligned to effectively manage sponsor relations
- Collaborates with MDG Boston President in managing, updating and tracking tasks related to prospective sponsors
- Assists with the planning, implementation, and logistics of events related to the attraction of new sponsors

SKILLS REQUIRED

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Fluency with office computer applications (i.e., Microsoft Word, Excel, PowerPoint, Windows, Internet applications, etc.) required
- Excellent oral and written communication skills
- Superior interpersonal skills; including ability to interact with healthcare professionals, executives, and sales leaders
- Ability to organize and prioritize workflow to meet established timeframes
- Proactive and creative problem solver
- Ability to work within a cross-functional team and matrix management structure
- Strong attention to details and aesthetic
- College degree preferred
- One to two years of experience working in a non-profit environment and prior experience working within the healthcare industry a plus

The above is intended to describe the general content of and requirements for the performance of this volunteer role. It is not to be constructed as an exhaustive statement of essential functions, responsibilities or requirements.

Individuals interested in more information should submit a volunteer inquiry at: mdgboston.org/join/options/