



## **Job Announcement**

**Job Title:** Business Development Associate

**Reports to:** Program Director

**Location:** Baltimore, MD

**Position Description:** The Global Virus Network (GVN) seeks a Business Development Associate to assist in overseeing business development activities and expanding partnerships for the organization. Working with the President, Vice President, Program Director and other staff members, Business Development Associate works to contact and develop relationships with partners and sponsors in creating grant programs, to identify potential sources of donations and track the progress of sponsorship, and to coordinate the establishment of partnerships with pharmaceutical companies.

### **ESSENTIAL FUNCTIONS:**

- Work with GVN's President and Vice President on outreach partnerships and collaborations.
- Assist in implementing newly developed GVN Corporate Partnership Program (CPP).
- Manage relationships with current, new and potential partners
- Network, solicit, and follow up with donors, sponsors and vendors.
- Maintain current and potential partners database and records
- Identify and report about sources of donations
- Research government funding programs
- Prepare and present detailed partnership proposals and agreements to prospective individuals.
- Coordinate activities to assure the proper level of cultivation and follow-up is applied in a donor/partner centric manner.
- Attend community events, meetings, or conferences to promote organizational goals or solicit donations or sponsorships.
- Assist in contacting corporate representatives, government officials, or community leaders to increase awareness of organizational causes, activities, or needs.

- Conduct research to identify the goals, net worth, history of charitable donations, or other data related to potential partnerships, potential investors, or general donor markets.
- Write and send letters of thanks to donors and partners
- Write reports or prepare presentations to communicate fundraising program data.
- Other assigned duties

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Bachelor's degree
- 2+ years of related experience
- Ability to exercise good judgement with a proactive approach
- Experience and ability to work well under pressure as a team player
- Ability to prioritize and manage multiple projects and tight deadlines
- Effective communications and interpersonal skills
- Excellent organizational skills

#### **HOW TO APPLY:**

Please submit a cover letter, resume, and salary requirements to [careers@gvn.org](mailto:careers@gvn.org) with "Business Development Associate" in the subject heading. Applications will be reviewed on a rolling basis until position is filled.

#### ***About the Global Virus Network (GVN)***

The Global Virus Network (GVN) is essential and critical in the preparedness, defense and first research response to emerging, exiting and unidentified viruses that pose a clear and present threat to public health, working in close coordination with established national and international institutions. It is a coalition comprised of eminent human and animal virologists from 55 Centers of Excellence and 9 Affiliates in 32 countries worldwide, working collaboratively to train the next generation, advance knowledge about how to identify and diagnose pandemic viruses, mitigate and control how such viruses spread and make us sick, as well as develop drugs, vaccines and treatments to combat them. No single institution in the world has expertise in all viral areas other than the GVN, which brings together the finest medical virologists to leverage their individual expertise and coalesce global teams of specialists on the scientific challenges, issues and problems posed by pandemic viruses. The GVN is a non-profit 501(c)(3) organization. For more information, please visit [www.gvn.org](http://www.gvn.org). Follow us on Twitter @GlobalVirusNews