



Development Associate

At (c) Management, Inc. (CMI), we provide trusted and dynamic management services for associations, foundations, and non-profits in the healthcare field. Established in 1976, CMI's first client was the Association of Community Cancer Centers (ACCC)—the leading education and advocacy organization for the cancer care community. CMI also manages the Oncology State Societies at ACCC—a network of 21 Chapter Members that provide a state- and regional-level focus into the complexities of cancer delivery.

POSITION SUMMARY

Under the direction of the Senior Manager, Exhibits and Corporate Relations, the Development Associate will provide administrative support for all sponsorship and exhibition opportunities procured for ACCC's two flagship meetings, the managed State Oncology Society Meetings, ORMs and all other meetings with exhibits, booths, and sponsor requirements. This is a hands-on role that requires attention to detail as well as the ability to self-manage and work well within a small team.

DUTIES & RESPONSIBILITIES

- Maintaining and filing up to date sponsor and exhibitor contracting and deliverable records for ACCC's two flagship meetings, the managed State Oncology Society Meetings, ORMs and all other meetings with exhibits, booths, and sponsor requirements.
- Distributing invoices, tracking and filing payments for ACCC's two flagship meetings, the managed State Oncology Society Meetings, ORMs and all other meetings with exhibits, booths, and sponsor requirements.
- Organizing and digitizing Corporate Relations historical records for ACCC's two flagship meetings, the managed State Oncology Society Meetings, ORMs and all other meetings with exhibits, booths, and sponsor requirements.
- Maintaining and updating templates for Corporate Member renewal letters and benefits for managed Oncology State Societies (currently 21 state societies).
- Customizing letters and assembling benefits packages for an average of 15-18 Corporate Member companies across all managed Oncology State Societies (currently 21 state societies).
- Migrate historical data and contact information for Oncology State Society Corporate Members from spreadsheets to Salesforce, then maintain current data.
- Accepting other duties and responsibilities appropriate to the position and area. The above responsibilities are a general description of the level and nature of the work assigned to this position and is not to be considered all inclusive.

QUALIFICATIONS & SKILLS

- Bachelor's or Associate's degree preferred.
- 3-5 years' administrative experience supporting management in a fast-paced environment.
- Dedication to providing a high level of customer service, ideally in an association, an association management firm, or a health care environment (preferred).

- Ability to work independently with minimal direction.
- Ability to effectively manage time, prioritize work, multi-task across assignments.
- Strong interpersonal and communication skills (both written and oral).
- Advanced proficiency in Microsoft Office required, specifically OneDrive, including Word, Excel, Outlook, and Adobe Acrobat; proficiency in CRM (Salesforce preferred).
- Efficient home-office set-up to accommodate flexible work schedule.
- CMI requires all employees to be COVID-19 vaccinated. Accommodation due to a disability or religious reasons will be evaluated in compliance with the law.

BENEFITS OVERVIEW

- Hybrid work schedule
- Nationwide medical, dental, and vision plan options
- HSA with employer contribution
- Onsite parking, gym, and cafe

CMI is an equal opportunity employer and are committed to cultivating and preserving the culture of inclusion and connectedness. We are able to grow and learn better together with a diverse team of employees. The collective sum of the individual differences, life experiences, knowledge, innovation, self-expression, and talent that our employees invest in their work represents our culture. We take affirmative action to ensure equal opportunity for all applicants regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or other legally protected characteristics. CMI participates in the E-Verify program.

Interested candidates should submit a cover letter and resume to Human Resources at hr@managementinc.com.