

**American Association of Pharmaceutical Scientists**  
**Business Development Sales Associate**

**Job Title:** Business Development Sales Associate  
**Department:** Business Development  
**Reports To:** Business Development Manager  
**FLSA Status:** Exempt

**Position Summary**

The American Association of Pharmaceutical Scientists (AAPS) in Arlington, VA, a professional scientific society, seeks a Business Development Sales Associate. **The Business Development Sales Associate is responsible for sales retention and increasing AAPS revenue through exhibit sales, sponsorships, advertising sales, and other revenue generating programs.**

**Key Responsibilities**

- Secure exhibit and sponsorship sales through lead generation and business relationships, including increasing exhibit and career center sales revenue and developing new revenue streams;
- Identification, development and implementation of exhibitor packages to meet the marketing needs of our clients and ultimately increase non-dues revenue;
- Develop and maintain accurate and up-to-date client and prospective client data and record communications;
- Analyze existing sources of non-dues revenue; revenue history; and revenue trends;
- Work closely with members, business partners and other stakeholders to develop relationships with the appropriate decision-makers at those organizations;
- Assist in the development and implementation of a formalized sales campaign for non-dues revenue, including marketing/sales outreach timeline and creation, production, and distribution of sales materials;
- Assist with the organization of on-site non-dues revenue generating sales program;
- Work across multiple departments to communication and report on the costs associated with revenue generating programs;
- Collaborate with the Meetings Department on floor plan development to maximize sales revenue;
- Communicate with appropriate staff members to ensure that all exhibitors, sponsors, and clients agreed upon receivables are understood and can be processed in a timely and expected level;
- Assist with collections as needed;
- Assist with the development of AAPS sales budgets.

**Qualifications**

- Proven sales experience and success.
- Proven time management skills and the ability to multitask.
- Excellent and proven client service skills and the ability to work with a variety of internal and external customers.
- Proven ability to work well with a team and possess a positive, can-do attitude.
- Expert knowledge of Microsoft Office Products: Outlook, Word, Excel, PowerPoint, CRM program.

**Education and/or Experience**

- Bachelor's degree and 1-3 years of experience in sponsor/exhibit sales.
- Association or event management experience.

**Travel**

Travel to AAPS Annual Meeting and other conferences throughout the year may be required. Evening and weekend work may be required, particularly during the height of Annual Meeting. Standing for long periods of time and walking at meetings is required. Ability to remain professional in stressful and crisis situations is critical.

Interested candidates should send a cover letter, resume and salary requirements to [hr@aaps.org](mailto:hr@aaps.org). The subject line should read "Business Development Sales Associate".