

BIOINDUSTRY ASSOCIATION JOB DESCRIPTION

JOB TITLE	Senior Sponsorship Executive/Manager - depending on experience (full time)
DEPT/LOCATION	Membership and Business Development
REPORTS TO	Associate Director for Membership and Business Development
SALARY DETAILS	£36,000 - £40,000 depending on experience, plus commission structure available after probation period

BACKGROUND AND PURPOSES OF THE ROLE

The BioIndustry Association is the UK's trade and membership organisation for biotech and innovative life sciences. With 600+ members and a full programme of advocacy and connecting people across the sector - through committees, communities, publications, campaigns, online and in-person events – the opportunities for organisations keen to support the sector and connect with companies are significant.

Over time, with the growth of our membership and activities, we have had a strong focus on quality and membership benefit, and we believe we have a strong value proposition for potential sponsors. Bringing this potential to fruition has been held back by pressure on existing time and resource – until now.

We are now looking for a sponsorship professional who understands our ethos and the value of quality content and curation – somebody who can work seamlessly with others and build a sponsorship pipeline that will enable us to capitalise on both current missed opportunities and explore new avenues of support for our events, communities, campaigns and publications.

If you have experience of developing and selling sponsorship packages around high-quality events and content for a not-for-profit/trade association/mission driven organisation, we are keen to hear from you.

We are looking for somebody who can hit the ground running and bring new capability quickly to the BIA.

DUTIES AND RESPONSIBILITIES

- Management of the end-to-end sponsorship process including creation of target lists, conduct market research, initiate communications to prospective targets, compile agreements, maintain relationships and ensure that agreements are fulfilled
- Work alongside the event team to identify, approach and secure sponsorship for events and help create sponsorship packages and presentations to pitch sponsorship packages

- Lead negotiations and close sponsorship contracts
- Work alongside various BIA internal teams to ensure sponsors are appropriate and at times create tailored propositions to gain maximum value
- Issue invoices in a timely manner
- Keep CRM and internal reports up to date with latest opportunities and leads
- Stay updated with industry news and developments
- Conduct market research and actively identify new potential sponsors

KNOWLEDGE, SKILLS AND EXPERIENCE

Essential

- 3+ years of demonstrable experience in a sponsorship role within a mission-driven environment dealing with C-suite and VIPs
- Strong commercial awareness
- Adaptable, capable of managing multiple tasks and flexible in approach
- Experience/strong knowledge of sales techniques
- Ability to understand complex topics, actively listen to the needs of sponsors, and grasp stakeholder relationships quickly and professionally
- Excellent communication and influencing skills
- Can-do attitude, strong team player, collaborative approach and detail orientated
- Good understanding of CRM systems and the value of joined up data
- Able to visit the office (Central London) at least two days a week
- Occasional travel to events both in the UK and overseas

Desirable

- Understanding/experience of biotech and life sciences (strong advantage)
- Experience of working in a not-for-profit trade/membership organisation

WORKING FOR THE BIA

Building a thriving, diverse workplace is a priority across all industries. The BIA is committed to providing a fair and equitable working environment, to attract and nurture people from all backgrounds. We value the individuality and diversity that employees bring to the company throughout our activities.

WORKING PATTERN

We are currently working in a hybrid pattern, whereby we work 3 days in the office and 2 from home. If the successful candidate is located within 40 miles of the London office, we expect them to adhere to this pattern.

HOW TO APPLY

Interested candidates are invited to submit their resume/CV and a cover letter detailing their relevant experience, with reference to the job description, outlining their approach to the role.

Please note that all offers of employment are subject to two satisfactory references and proof of eligibility to work in the UK. Applications written using an AI generator will not be accepted.

Please email your application to recruitment@bioindustry.org with the subject line “Policy and Senior Sponsorship Executive/Manager Application - [Your Full Name].” Deadline for applications is Sunday 20th September 2026 at 11pm. There may be an accelerated recruitment process, so interested applicants are strongly encouraged to apply as soon as possible ahead of this closing date.

Initial interviews will take place during week(s) of 21st September, dependent on availability. We are committed to providing equal opportunities and creating an accessible workplace. If you require any reasonable accommodations during the application, interview or assessment process, please let us know when you apply.

Drafted by: Nat Garrett
Approved by: Nick Gardiner

Date: 17 August 2026
Date: 21 August 2026