

BIOINDUSTRY ASSOCIATION JOB DESCRIPTION

JOB TITLE	Membership and Business Development Manager
LOCATION	Bloomsbury, London
REPORTS TO	Associate Director for Membership and Business Development
SALARY DETAILS	Circa £40,000 PA, dependent on experience

ABOUT THE BIA

We have 600+ members at the BIA from a broad spectrum of biotech and life science companies including university spinouts, start-ups to scaling biotech to big pharma, including those that support the sector such as service providers, consultancies, law firms and universities.

We are looking for an experienced BD Manager to join the existing team here at BIA. The primary task is to help build relationships, retain current members, and secure new ones to meet or exceed quarterly and yearly targets.

MAIN PURPOSES OF THIS ROLE

- To support the Associate Director for Membership and Business Development in building relationships, retaining current members and securing new ones to meet or exceed quarterly and yearly new membership targets
- To coordinate lead development and manage leads process through the entire sales cycle
- To plan and execute targeted business development campaigns working alongside the marketing team to ensure wider promotion
- Lead identification/qualification of potential new members
- To form effective connections with key personnel at member organisations, developing member engagement, event attendance and participation in BIA communities
- To support the development of the BIA business solutions saving programme – both in terms of increasing participation of new and existing members and increasing the range of savings schemes in line with member requirements
- At times, to help manage and organise external event activity including logistics and company engagement in relation to UK and overseas delegations
- To provide administrative support to BD and Membership function
- To work closely with the wider BIA team to deliver the overall membership strategy

DUTIES AND RESPONSIBILITIES

- Work with Associate Director for Membership and Business Development to design campaigns
- Work with wider team to ensure that lead capture through all channels (website, online communications, printed collateral, events, networking etc.) is comprehensive and provides the information necessary for effective follow up

- Work with Associate Director for Membership and Business Development to develop schedules for following up on new member leads and tracking success rates
- Work with contacts at our business solutions partner programmes to develop these schemes further – maximising membership benefit and income for BIA
- Work with Membership team to ensure any issues with renewing members are addressed promptly and to a satisfactory conclusion
- Work with the Sponsorship Manager to pass on leads and to help embed relevant administration
- Gain a strong understanding of all BIA activities/initiatives in order to present the benefits and opportunities of BIA membership to potential and existing members in a professional manner
- Attend relevant industry and BIA events (UK & overseas) to network and to promote the benefits of BIA membership and build a professional network of contacts. This will include occasional evening and weekend work.
- Regular visits to BIA members offices and external events throughout the UK where appropriate
- Get to know the membership base, and communicate effectively and professionally with member contacts
- Effectively monitor revenue targets (and related budgets) and produce relevant status reports through Dynamics
- Work with Membership team to monitor and keep membership data up to date at all times
- Provide support where needed across the wider team
- Attend internal debtor meetings and chase for outstanding membership payments when necessary

KNOWLEDGE, SKILLS AND EXPERIENCE

Essential Demonstrable Skills:

- Minimum 5 years' experience in consultative sales, business development or membership engagement (including closing sales and understanding CRM principles)
- Efficient and confident networker
- Strong desire to work for a mission driven and purposeful organisation
- Energetic, personable and determined but sensitive approach to uncovering and converting sales and upsell opportunities
- Conscientious and willing to adapt and be flexible
- Ability to grasp and convey a membership/service/NFP based offering
- Professionalism and ability to confidently liaise with decision makers
- Excellent presentation skills, written communications and attention to detail
- Experience in using all standard Microsoft programmes
- A self-starter who can work independently and as part of a team
- Proven ability to get to grips with complex subject areas quickly
- Experience of using CRM databases in relation to contact management or sales leads
- Evidence of achieving revenue and/or retention targets
- Degree-level education or equivalent

Desirable Skills:

- Experience of using Microsoft Dynamics for contact management or sales leads
- Life science background
- Experience from working within a not-for-profit/trade association

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.

We are currently working in a hybrid pattern, whereby we work 3 days in the office and 2 from home. This is under review and at the discretion of the business

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 “Membership and Business Development Manager Application - [Your Full Name].” Deadline for applications is Monday 20th July 2026 at 9am.

Initial interviews will take place during week(s) of 20/27 July, 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.

Prepared by: N Garrett
Approved by: N Gardiner

Date: 15 June 2026
Date: 16 June 2026