



## **JOB POSTING**

### **ACCOUNT LEAD CORPORATE PARTNERSHIPS & PROGRAMS (Contract to May 2020)**

Are you looking to expand your skills and be part of a talented team? Are you respectful, bold, responsive and transparent? Are you an innovative go-getter who becomes energized working in a challenging, team-oriented environment with a passion for those in healthcare? Then join the Ontario Medical Association.

The Ontario Medical Association (OMA) advocates for and supports doctors, seeking to strengthen their leadership role in caring for patients. We continually seek to be the trusted voice in transforming Ontario's health care system by courageously pursuing best practices, new ideas, solutions and opportunities to improve.

#### **Job Summary**

Reporting to the Manager, Corporate Partnerships & Programs, the Account Lead is responsible for securing, managing and growing business relationships that bring value to the OMA member base.

Working with the team, you will be making a difference by:

- Researching, negotiating and managing corporate partner relationships including contract negotiation, program launch, reporting, issue resolution and marketing initiatives;
- Performing on-going vendor assessments to ensure continued value to members; monitoring and evaluating member interest, usage and feedback; and providing regular updates to management and corporate partners;
- Managing the CME travel program including selection of travel destinations, speakers and topics;
- Implementing all marketing and communications relating to the program and overseeing budget and reconciliation for each travel activity;
- Coordinating member events including venue and catering arrangements, initiatives, member registration, securing sponsorship and budget management;
- Leading member engagement activities including survey development and analysis, daily monitoring and tracking of incoming calls/emails, maintaining all related data and creating reporting dashboards.

#### **Our Offer**

- Fantastic opportunity to grow with the team and shape the strategic direction of the company
- Paid professional development
- Friendly and dynamic work environment
- Competitive salary and group benefits package

#### **Qualifications**

- **Education:** Community College Diploma in Marketing, Business Administration, Public Relations or equivalent
- **Experience:** Vendor and contract management; event planning; travel arrangements; superior customer service skills; strong negotiations skills; time management; critical thinking.

Interested candidates should forward their cover letter and resume to the Human Resources Department at [hr@oma.org](mailto:hr@oma.org), quoting "Account Lead" in the subject line.