



Job Description

Account Development Manager

Account Development Manager (ADM) at AOIC, LLC is a results-driven professional who is responsible for account revenue growth and ensuring client satisfaction in the scientific and medical communications field. The ADM is part of the client team, supporting Scientific Services, Operations, and Business Development. The ADM has responsibility for leading, managing, and cultivating client relationships. The ADM has overall client fiscal responsibility.

Responsibilities

Client Development

- Develop, grow, and lead the medical & scientific communications business for 2 biopharma clients with an approximate revenue portfolio of \$750k-1M
- Within 30 days of joining AOIC, this individual understands the value and service that AOIC provides its clients in medical & scientific communications
- Within 60 days, know your clients, their backgrounds, and their medical & scientific communications needs
- Within the first quarter at AOIC, fully own your client's business and help your AOIC team to understand and appreciate their needs
- Provide accurate quarterly revenue and strategy updates for your managed clients

Team Collaboration

- Collaborate across scientific content, operations, financial, and business development teams to sharpen AOIC's client approach and product offerings
- Demonstrate business leadership at AOIC by working with the team to represent your clients' needs

Business Development and Strategic Marketing

- Work with the AOIC team to develop and deliver project proposals and budgets to assigned clients and to educate them on AOIC capabilities
- Create superior scientific communication, publication, and congress plans supporting client needs
- Build trusted relationships with existing clients and newly formed business contacts from networking activities
- Work with the AOIC Business Development team to attend 1-3 business development networking events per quarter to get to know new scientific studies and meet key influencers at new companies



Job Description (cont)

Account Development Manager

Qualifications

Desired Experience and Skills

- Has a proven track record of success in medical & scientific communications account management or business development
- Has managed creative proposal development, sales strategy, and achieved forecasted revenue in medical & scientific communications
- Excellent communication and collaboration skills
- Experience in scientific communications, medical communications, or medical education
- Publication management (familiarity with ICMJE guidelines, GPP, and publication plan development), CME/CE, webcast, and/or advisory board activity implementation is a plus
- Knowledge of AMA, OIG, and PhRMA guidelines is a plus.
- Organized with the ability to prioritize and multitask
- Computer proficiency in MS Office (including Word, PowerPoint, and Excel), Adobe Acrobat, project management software, and publication tracking software

Education

- Bachelor's degree is desired

Interested candidates should send an email to careers@aoic.net

AOIC, LLC (AOIC) is a medical and scientific communications company providing content-driven initiatives for life science and nonprofit organizations. For more than 25 years, AOIC has strategically worked with clients around the globe to create and deliver effective communications to the appropriate audience at the right time. AOIC collaborates with researchers, healthcare professionals, and biopharmaceutical companies in the publication and communication of preclinical, clinical, and health outcomes data.