**Position:** Business Development Consultant (Contractor)

**Reports To:** Marketing Communications Director

**Date:** September 29, 2020

**About UIDP**

UIDP ([www.uidp.org](http://www.uidp.org)) is an international, non-profit membership association that helps leading universities and companies develop new approaches to working together. Since its founding in 2006 as an activity of the National Academies in Washington, DC, and its evolution to a U.S.-based non-profit in 2015, UIDP has gained a strong following as demonstrated by its membership (see member list at [uidp.org/membership-list](https://uidp.org/membership-list/)). UIDP is recognized globally as a leader in identifying high-impact strategies for companies, government, and industry to adopt with the goal of increasing the return on investment from their collaborations and research projects.

**Position Summary**

This is an outstanding opportunity for a consultant who seeks to communicate the value proposition of UIDP offerings to service providers, universities, and industry throughout the world. The Business Development Consultant will work to identify and secure financial support for conferences through sponsorships and will support marketing of UIDP events and initiatives. This is a virtual, contractor position, approximately 30 hours per week at a rate of $25 per hour plus commission.

**Responsibilities**

* Identify and secure sponsors for UIDP events
* Create and execute marketing strategies for UIDP events and initiatives that increases attendance
* Analyze and edit content for event marketing activities
* Write/edit web copy
* Implement social media campaigns as needed
* Collaborate with staff on new ideas and directions for marketing events

**Required Qualifications/Skills**

* Minimum 2 years sales and marketing or other relevant experience
* Proficient in Microsoft Office software
* Excellent oral and written communication skills
* Strong attention to details, organizational and time-management skills
* Self-starter with ability to work well independently and proactively
* Ability to trouble shoot and resolve issues independently
* Ability to learn new skills and technologies quickly
* Work is expected to be performed remotely and little to no travel is expected.

***Please submit your resume/qualifications to*** [***info@uidp.net***](mailto:info@uidp.net)***.   
Applications will be accepted until a contractor is identified.***