

Association Manager

Job: Full time

Location: Paris 1er + WFH one day a week

Occasional traveling required

Small team of 6 staff members working with an international board of directors and committees

The position

We are looking for a dynamic and reliable professional to complete the EAO Office team. You will be responsible for the day-to-day management and play a key role within the overall structure of the association. Indeed, you will assist the board of directors and two volunteer led committees with the implementation of their activities, provide strategic and administrative management to these board and committee members.

You will be actively involved in many activities and services provided by the association and will develop a broad and deep knowledge of all EAO activities, and its community at large (members/ committees/ sponsors/ education centers). You will represent the association's interests and always have in mind how to enhance its impact in every project.

The Association Manager will work in close collaboration and under the responsibility of the Executive Director. In addition, he/ she will work hand in hand with both the Education Projects Manager and the Membership and Communication Manager on all topics related to the association content and image.

Main responsibilities (non-exhaustive list):

1) Liaison with the Board, Executive Committee and Committees

- Prepare reports for the monthly meetings of the Executive Committee, so that it can make informed decisions;
- To assist the Editorial and Research Committees in the implementation of their strategy in all areas of the association (communication / publications / training / annual conference), and in relation to the other committees.
- Coordinate all the work of these two committees, timetables, meetings, follow-up;
- To be part of the thinking and designing process for the launching of new projects;
- Contribute new ideas on the functioning of the association;
- Suggest ideas for improvement in all operational areas and assist the Executive Director on the annual strategic orientations of the EAO;

2) Administrative duties

- To be up to date with the association's policies and procedures (legal, insurance, audit);
- Coordinate the elections of board members;
- Prepare the agendas of meetings, Board of Directors, Strategic Meeting, General Assembly, etc.; Prepare presentations, statistics, write minutes, coordinate and implement the follow-up of "Action Points";
- Carrying out an annual budget forecast in conjunction with the Executive Director and in regular contact with the Treasurer (budgets, audits, publication of accounts, presentations at the General Assembly).

3) Network Facilitator

- Set up and coordinate the exchanges of the different communities of the EAO
- To animate, act as a facilitator and follow up with the different networks, in close collaboration with the Education Projects Manager and the Marketing/Communication Manager.
- Be involved in the recruitment of new members, their retention, and the search for new clients for the different projects.

4) CRM/ Data Analysis/ Website

- Participate in all activities related to CRM (Salesforce) and the overall strategy of data usage, in conjunction with the Marketing/Communication Manager. Understand all processes between the different parts (CRM / website / payment system / marketing)

Skill specifications:

- Minimum of 5/7 years' experience in project management and coordination, preferably within an international environment
- Confidence in working with senior academics and/or volunteer led boards, show a proactive approach in all situations
- Oral and written command of English. Excellent written and verbal communication skills, including presentation skills.
- Energy and drive in the day-to-day management, capacity to work independently and proactively but also within a small team
- Ability to work and communicate in a challenging multicultural environment
- Well-developed administrative and computer skills, including good knowledge of MS Office, web-based administration and CRM tools such as Salesforce and Wordpress
- Budget planning and supervision, focused on results and excellence.
- A medical or scientific degree is not required for this position

The European Association for Osseointegration (EAO)

The EAO is a non-profit medical association. Our community is made of professionals from all over the world, moved by the same passion for excellency in research and clinical practice in implant dentistry.

We provide our members with a range of services including many educational activities from basic knowledge in implant dentistry to master clinician courses with world renown experts in the field of implant-based therapy.

Whilst the association itself is Brussels based, our operational office is located in the center of Paris. It was opened in 2016 to handle all of the association projects and provide assistance to members. The team is made of one Director + 5 full time staff working together on different areas: congress management, sponsorship, marketing and communication, project management, accountancy, and many other things!

We are a small team, used to multitasking and working in a very exciting environment with professionals from all over the world.

More information on: www.eao.org

Please send your application to: Philippe Bregaint, Executive Director, p.bregaint@eao.org