

Vacancy: Sales and Marketing Officer (Events)

Who we are and what we do

The Federation of European Microbiological Society (FEMS) is a coalition of over 50 Member Societies from 41 countries, a diverse network of 30,000 individual microbiologists. Our office houses a small international team, based in Delft, but we work with hundreds of individual scientists, partners, and suppliers across the globe.

Our commitment is to help support microbiologists to do their work, promote the best in microbiological research and knowledge to the world, and bring microbiologists together to share that knowledge. We are growing our reach, network and activities and so need an enthusiastic Sales and Marketing Officer to expand our Events team.

As a not-for-profit organization, we reinvest our revenues into supporting microbiologists throughout their career, publishing and promoting scientific research in our journals and organizing events to bring scientists together.

Sales and Marketing Officer role description

The Sales & Marketing Officer will contribute to a range of sales and event support activities for our diverse events programme in a variety of ways. The role will involve working on events from small summer schools to international congresses. These events will be both in-person, across Europe, and online.

The role has been created in the process of building our in house events team and will involve building a network of sponsors and maintaining those relationships. We are looking for someone with good communication skills that can support the smooth running and timely delivery of our events with a main focus on sponsorship and exhibition.

Tasks will include regular external communication with sponsors, suppliers and participants. Planning for events can be many months in advance; planning and preparation is therefore as important as hands on problem solving. These tasks will be overseen by the Events and Communications Project Manager, but the role requires the ability to work with initiative, without supervision, and to be confident in communicating with experts, both from the field of microbiology and events specialists.

An understanding of microbiology is not necessary, although experience of scientific and academic events would be an advantage as it requires an understanding of the academic community and its culture, and a basic level of scientific literacy. It is a role for an individual looking to grow their skills and experience with a positive attitude, willing to learn additional skills quickly on the job.

What the job requires from you:

- sponsorship, exhibition and advertising sales and logistics

- the day-to-day logistical management of sponsorship fulfilment, including assisting with registration and communication with sponsors and suppliers
- consolidation, analysis of and reporting on statistical data
- collecting feedback and implementing improvements
- assisting with the planning, preparation, and project management of events
- administering the events sections of our website: editing and drafting webpages for new events
- develop sponsorship relationship management processes (e.g. regular newsletters, regular personal contact moments)
- fulfilment of print and online communication campaigns
- attending events around Europe to represent and promote FEMS and make connections with companies
- liaising and collaborating with our Member Societies (e.g. barter agreements)
- developing your skills in social media management, copy writing, and marketing and communications

Essential requirements:

- experience with sponsorship, exhibition and advertising sales and logistics
- highly service-oriented communication skills
- positive and collaborative attitude
- detail oriented and hands on working style
- an excellent and open communicator able to manage relationships with people from many cultures, ages, backgrounds, nationalities, and perspectives
- experience with working with companies
- proficient in the use of Microsoft Office software (Excel, Word, PowerPoint, Outlook)
- highly fluent and literate in English (reading, writing, speaking and listening)
- comfortable using numbers, statistics, and graphs
- willingness and aptitude to learn new skills, software, and knowledge on the go, and reflect on your own work and output regularly
- ability to work independently, think creatively and problem solve
- right to work in EU

Desirable skills:

- experience with CRM systems
- marketing and SEO experience
- intrinsic motivation to enhance processes
- experience of working with academic professionals
- familiarity with posting and marketing content to Facebook, Twitter, Instagram, LinkedIn and YouTube
- experience with data analysis
- a keen networker

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- knowledge of or fluency in European languages
- able to travel

The benefits of working at FEMS

We are a positive and supportive organization and foster an atmosphere of inclusion and equal opportunities. We are keen to attract highly talented individuals from a diverse range of backgrounds and welcome applications from people of all experiences. We do not discriminate on the basis of disability, ethnicity, gender, religion, sexual orientation, age and promote family-friendly and flexible working practices.

What we can offer you:

This role is for 36 hours per week (1 FTE) and is for an initial period of 12 months, with an option of extension:

- Working with a welcoming international, growing, innovative and enthusiastic team
- 8% annual holiday pay (paid in May)
- 192 holiday hours per annum (equivalent to 24 days)
- An employer that promotes family-friendly and flexible working practices and work-life balance
- Opportunity to grow and develop on the job, with plenty of training and support
- A light, spacious, well equipped, and comfortable office in Delft (the Netherlands) – easily commutable by public transport from Leiden, Rotterdam, or the Hague

Remuneration

This position will be graded depending on the experience of the successful candidate. We benchmark our positions against the Collective Labour Agreement of Dutch Universities and this position will receive a gross monthly salary of between EUR 2812 and EUR 3863 per month, depending on experience.

How to apply

To apply please send a cover letter to fems@fems-microbiology.org before the closing date **21 April 2022**. Your cover letter should include your reasons for applying and your relevant experience. Applications are invited from across Europe. Initial interviews will be via conference call and will not require travel to Delft.