

Business Development Coordinator



Will be responsible for supporting the Membership Services and Partnership Development team in creating and strengthening relationships with key AHLA general, Allied and partner members. Will support the VP, Strategic Partnerships & Business Development by assisting in various member/partnership acquisition and retainment efforts through ongoing research, targeted outreach and savvy relationship-building. Will assist in updating member data and information for member profile documents and in AHLA's CRM system iMIS.

Responsibilities:

- Assist VP, Strategic Partnerships & Business Development and VP, Member Engagement & Services to acquire and retain Allied and general members, respectively.
- Monitor membership@ahla.com and partners@ahla.com emails. Distribute to appropriate AHLA/AHLEF staff member and ensure appropriate follow-up has been conducted.
- Engage Allied members by collaborating with Marketing & Communications team on social media, events website, newsletters, etc. and identifying high-potential Allied members to move towards Allied+; conduct concierge calls with Allied members.
- Research Allied+ prospects and identify right executive(s) to approach.
- Coordinate with SVP, Business Development on prospective sponsors for events.
- Coordinate with Marketing & Communications team to execute partner acknowledgements in AHLA communication vehicles (social media, events, website, newsletters, etc.).
- Assist team with invoicing and renewals.
- Update AHLA's CRM system in a timely manner to ensure the accuracy of the data.
- General support for the Membership Services and Partnership Development team.
- Other duties as assigned.

Education and Experience:

- Bachelor's degree: two years of experience in areas such as account relationship support, customer service support; or combination of education and experience
- Knowledge of and/or experience in the hospitality industry is preferred

Skills and Attributes:

- Experienced computer and software knowledge, including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), and iMIS and or Salesforce preferred.
- Excellent oral and written communication skills; willingness to be coached.
- Self-motivated individual who is also a team player with a high level of professionalism and emotional intelligence.
- Detail-oriented individual with exceptional organizational and time management skills.
- Customer-service focused with a positive attitude; maintains grace under pressure.

Other:

- Position is based in Washington DC
- Travel is not required

To apply, send cover letter and resume to HR@AHLA.com