

### **About the Society for Vascular Surgery**

The Society for Vascular Surgery advances the care and knowledge of vascular disease, which affects the veins and arteries of the body, to improve lives everywhere. It counts more than 6,400 medical professionals worldwide as members, including surgeons, physicians and nurses. For more information about vascular health and the society, please visit [www.vascular.org](http://www.vascular.org).

The Society for Vascular Surgery is an Equal Opportunity Employer.

Date posted: 6/4/2026

## Senior Industry Relations Coordinator

### **Summary**

The Senior Industry Relations Coordinator provides operational and administrative support for the Society for Vascular Surgery's industry partnership programs, including sponsorship, advertising, and grant-supported initiatives.

This role supports the Industry Relations team by coordinating sales pipeline activities, preparing proposals and agreements, tracking fulfillment, and maintaining accurate records and reporting. The position plays a key role in ensuring industry partnerships are executed efficiently, accurately, and in alignment with organizational standards.

### **What you'll own**

- Support the full lifecycle of industry partnerships (sponsorship, advertising, and grants), from proposal development through contracting, fulfillment, and post-program reporting
- Manage CRM and sales pipeline operations, including company research, contact management, renewals tracking, and reporting
- Coordinate proposal development, contracting, invoicing, and documentation to ensure accurate and timely execution
- Support fulfillment and cross-functional coordination to ensure deliverables are executed and reported effectively

### **CRM and Pipeline Management**

- Research and maintain company and contact records within the CRM system
- Track renewals, historical participation, and sales activity across industry partnership programs
- Generate sales reports and support revenue tracking and forecasting efforts
- Manage shared inboxes and maintain internal trackers (e.g., renewal pipeline, sponsor activity)
- Organize internal documentation, shared folders, and program records to support team efficiency

### **Grants Research and Management**

- Research grant opportunities aligned with SVS and SVS Foundation initiatives
- Prepare Letters of Request (LORs), Letters of Agreement (LOAs), and supporting documentation
- Coordinate with internal teams to collect required materials (e.g., agendas, budgets, speaker details)

## Job Posting

- Track grant payments and maintain documentation for reporting and compliance
- Assist in collecting outcomes and post-program deliverables for grant reporting

### Proposal and Prospectus Support

- Prepare and customize proposals, presentations, and sponsorship materials for industry partners
- Maintain and update prospectus, media kits, and sponsorship inventory tracking
- Coordinate with internal teams and external vendors to gather inputs for pricing, logistics, and feasibility of new opportunities
- Support development of new sponsorship and branding concepts through research and coordination

### Contracting & Invoicing

- Populate sponsorship, advertising, and partnership agreement templates and route for internal approval
- Coordinate with finance to ensure accurate setup and processing of invoices
- Track payment status and assist with follow-up on outstanding balances
- Maintain organized records of executed agreements and supporting documentation
- Assemble required materials for internal audits and financial tracking

### Industry Partner Fulfillment & Program Execution

- Coordinate fulfillment of sponsorship and advertising deliverables, including asset collection, timelines, and production deadlines
- Maintain inventory trackers, fulfillment schedules, and placement calendars
- Manage marketing assets and ensure timely submission of creative materials
- Coordinate with internal teams and vendors to execute deliverables in accordance with agreements
- Support digital recognition updates, reporting metrics, and compliance requirements (e.g., ACCME where applicable)

### What you'll bring to the job

- 3–5 years of experience in sales coordination, sponsorship management, association management, or related administrative roles
- Bachelor's degree in business, marketing, communications, or related field preferred, or equivalent professional experience
- Strong organizational and project management skills with attention to detail
- Ability to manage multiple deadlines and shifting priorities
- Strong written and verbal communication skills
- Ability to work effectively with internal teams and external partners
- Proficiency in Microsoft Office including Outlook, Excel, PowerPoint, and Word
- Experience with CRM systems and database management preferred

### Your commitment

- **Respect:** We choose to do the right thing; for our members, for our colleagues, and for ourselves. Sharing our collective differences, talents, life experiences and self-expressions is encouraged. Treating others how they wish to be treated and receiving the same in return creates an environment where trust lives, confidence grows, and great things happen.

## Job Posting

- **Innovation:** We have the courage to find new ways to provide value to our members, constituents, and colleagues. We challenge the status quo, consider new ideas, and are never complacent with success. We embrace a continuous learning environment and prepare for an environment of change to ensure we remain relevant.
- **Collaboration & Teamwork:** We are intentional in our ability to consider different points of view and to work effectively with others to support a shared purpose. We address conflict directly and constructively and help to manage/resolve it in a way that strengthens overall team cohesiveness and future effectiveness.
- **Excellence:** Our members rely on us to provide the resources and support they need to deliver the highest level of care to their patients. We are grateful for their trust and are dedicated to delivering excellence by meeting or exceeding expectations. We set a high bar and don't rest on our accomplishments but build on them to be the best.

### Physical Requirements & Environment

Typical office setting with routine sitting and occasional standing. Routine use of basic office equipment. Occasional evening and/or weekend work may be required based on business needs. This is a remote position. Routine teleworking is available.

### Our commitment

SVS offers a comprehensive and competitive recognition and reward program. We believe in professional staff development. We know that our investment in employee growth provides even greater potential for them to contribute to our organization, each other, and the community at large. Target hiring range: \$55,000 – 65,000, based on qualifications and experience. Benefits include but are not limited to medical, dental, vision, short/long-term disability, life insurance, paid time off, 401(k).

### To Apply:

Please submit your resume to [HRResumes@vascularsociety.org](mailto:HRResumes@vascularsociety.org). We will continue to accept applications until the position is filled. Candidates must have valid U.S. work authorization at the time of application; visa sponsorship is not available for this role.