

Associate Director, Global Congresses and Meeting Planning

Do you want to be part of building a fully integrated biopharmaceutical company together with a team of highly skilled colleagues who are passionate about developing best-in-class therapeutics that address significant unmet medical needs? Then Ascendis Pharma is committed to support your personal development on our journey towards becoming a leading rare disease company.

Position Summary

The Associate Director, Global Congresses and Meeting Planning will be based in Palo Alto and will report to the VP, Marketing. The purpose of this position is to:

- Provide the strategic leadership and oversight to the planning and execution of global congresses and meeting planning across all disease areas and geographies utilizing medical and promotional exhibits at the national, regional and local levels
- Ensure all activities associated with congresses and meetings, such as gaining internal alignment and approval, gaining Medical, Legal and Regulatory approval of all materials, scheduling, contracting, pre-con meetings, ordering and shipping of materials, regulatory walk-through, etc. are completed in an organized, timely and efficient manner
- Possess in-depth knowledge of the meeting sourcing and contracting process

Key Responsibilities

- Chair and lead cross-functional planning teams, provide strategic guidance/recommendations to ensure congress elements and internal meeting planning are in alignment with medical affairs, brand(s) and corporate goals; achieve consensus among cross functional team members regarding strategy/content and develop timelines, monitor status, and provide clear and comprehensive communications
- Serve as the single point of contact and oversee exhibit agency for the execution of the booth design/flow, structure, messaging hierarchy, visual/interactive elements, distribution materials, and on-site exhibit operations. Ensure training and compliance of all exhibit staff
- Develop an annual congress and meeting planning calendar and comprehensive budget
- Oversee and manage the meeting logistics agency(s) for all global planning, housing, registration, ancillary events, logistic communications, financial reconciliation and on-site logistic coordination across geographies
- Review, select and evaluate congresses to attend annually with the project leads, medical affairs leader and brand director leads
- Facilitate global communication to ensure transparency and complete understanding of congress initiatives
- Develop and manage annual congress budgets for multiple business units, review billing and create department cross charges for allocation
- Conduct site inspections and select optimal venues to achieve business requirements for congresses and meetings
- Understand objectives and messaging across diseases and products; and gain alignment across senior leadership for the development of congress strategy matching with overall corporate priorities and objectives
- Evaluate and select providers of services according to customer requirements
- Execute congress strategy and oversee selected suppliers, as well as coordinate internal legal, regulatory



and medical review of content and materials, to deliver a high quality and effective congress presence on time

- Ensure that the event is delivered within budget and defined metrics and evaluate return on objectives / investment
- Monitor and research industry trends and technologies, making appropriate recommendations to advance congress strategy objectives
- Build and maintain relationships with professional healthcare and congress strategy associations and participate in association meetings
- Design, develop, implement, and maintain SOPs for congresses; continuously evaluate and evolve the congress processes and procedures to align with the growth of the business and to align globally
- Partner with International counterparts to create a streamlined seamless process for the business
- Alignment of commercial and functional relationships with strategic global partners, including areas of meetings logistics management, production, and audio /visual, in addition to continuing to develop a meeting hotel strategy. Focus on quality, consistency, and financial competitiveness (e.g. regional/global rate schedules)

Knowledge, Skills and Experience

- 8+ years congress and meeting planning experience, including international and logistics management of major events
- BA/BS required; CMP Certification preferred; MBA preferred
- Excellent written and verbal interpersonal skills, providing highly-effective communications to internal and external stakeholders
- Highly motivated self-starter with ability to perform within a fast-paced, dynamic environment, well organized with great attention to detail
- Demonstrated ability to influence change across diverse teams both as an individual contributor and a collaborative leader
- Manage complex projects simultaneously; proactively approach operational issues and recommend creative problem-solving solutions
- Deep understanding of the pharma industry, brand strategy, and the regulatory environment
- Budget and project management skills
- Ability to work independently and demonstrate leadership skills on project teams
- Prior experience managing others and 3rd party agencies
- Strong industry network with existing relationships with healthcare and convention associations
- Strong customer service skills and ability to work well under pressure
- Strong working knowledge of Microsoft Office
- Experience with the Endocrinology specialty is preferred, but not required
- Ability to travel up to 30% of the time domestically and internationally

Ascendis Pharma is looking to hire an experienced Associate Director, Global Congresses and Meeting Planning to join our team. This is an exciting opportunity to join a rapidly growing, innovative company!

Want to apply? Please send your resume to HumanResources@ascendispharma.com. Please write "Associate Director, Global Congresses and Meeting Planning" in the subject field.