**Who We Are: It all starts with purpose.**

**We are a purpose-driven nonprofit with a dynamic staff culture.**

With a meaningful purpose, motivated staff, and excellent benefits, working here will definitely have you smiling! The ADA’s headquarters is located just steps from Chicago’s Magnificent Mile and close to public transportation. With more than 400 colleagues, the ADA Staff are some of the most talented people in the Chicago, Washington D.C., and Maryland area.

We were named a **Top Workplace by the Chicago Tribune** in 2019 and 2021! **Come join our team!**

**Job Responsibilities:**

The Director, Business Development and Program Management, Seal & Certifications is accountable for the Business Development and Program Management for the ADA Seal of Acceptance. This includes all business aspects of running the ADA Seal of Acceptance current and expansion programs (OTC oral care, international, and professional products). They will closely liase with the scientific, sales enablement and business administration (and as needed, ADA Forsyth Institute) staff to ensure the proper functioning of the program. This position will also lead the new/ongoing business relationship management activities with domestic/international companies interested in the ADA Seal. This position will work with the newly formed seal team to collaborate on the strategy and implementation of the ADA seal reinvigoration and program expansion to increase non-dues revenue for the ADA. Significant growth of the program should be expected.

**Must Have:**

* Bachelor's degree
* Minimum 10 years' experience program management experience including product planning, financial analysis and executing complex business projects from inception to implementation.
* A proven track record in business development
* Excellent strategic planning
* Organizational, oral/written communications, customer service, listening, analytical, research, and interpersonal skills
* A self-starter, independent thinker, a sound decision-maker and problem-solver
* Possess the skillset to interact comfortably and effectively with multiple individuals from a variety of backgrounds and are experts in their field at leading oral health companies
* Skilled at relationship management with the ability to convey the essentials and convince the manufacturer to participate in the seal program
* Be able to seek out and build new strategic relationships and cultivate existing long-term relationships
* Ability to provide an outstanding customer service experience to both external and internal stakeholders that produce outcomes that meet the goals and objectives
* The ability to work collaboratively across all business segments
* Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
* Salesforce experience, NetSuite, and other similar applications
* Some weekend/evening work
* Travel 25% - 30% to potential seal of acceptance companies and various meetings to promote the seal of acceptance.

**Nice to Have:**

* A Science background with the ability to interpret scientific terminology so that a businessperson can understand
* Medical sales/marketing and/or CPG (Knowledge of the oral care market)
* Experience with licensing programs
* International business skills

**Just a few of the benefits offered to employees:**

* Promotes Work/Life Balance
* Hybrid Work Schedule (2-3 days from home)
* Health insurance/ dental reimbursement plan
* Ample Paid time off
* 401(k)
* Pension
* Flexible Spending Account
* Life insurance
* Tuition reimbursement
* Paid Parental Leave
* Pet Insurance
* Student Loan Refinance
* 2 days off to work at a charity event of your choice

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**Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities.**