



## National Animal Supplement Council

**POSITION TITLE:**            **Business Development Program Manager**

**REPORTS TO:**                **NASC President**

**JOB DESCRIPTION:**

The National Animal Supplement Council is the leading nonprofit trade association representing companies that supply health and feed supplements for dogs, cats, and horses. We are dedicated to promoting the health and wellbeing of companion animals and horses given animal health supplements by their owners, and to protecting and enhancing the animal health supplement industry. We strive to ensure consumers know and trust the NASC, understand our commitment to ensuring quality throughout the supply chain, and recognize the NASC Quality Seal as a trusted symbol of quality.

The NASC has an opening for a Business Development Program Manager, who will be responsible for helping to identify, develop, define, and pursue potential new opportunities for the organization and our members. This talented individual will take the reins of this opportunity to successfully evolve robust programs that deliver unparalleled value to participants, attract the highest quality members in each member category, and create exponential growth within our industry and beyond.

**DUTIES & RESPONSIBILITIES:**

- Develop and execute plan to evolve NASC Preferred Supplier program into a dynamic program that retains current membership through demonstrated program value, attracts high quality new members, and provides tangible return on investment for all participants
- Lead expansion of new programs to additional industries by building relationships with industry partners and identifying key opportunities to present programs to prospective members
- Manage day-to-day operation of Preferred Supplier program, including but not limited to:
  - Regularly interacting with current members to ensure they understand the program and its value to their business
  - Onboarding and setting up new Preferred Suppliers, obtaining required documentation, providing support to maximize membership
  - Promptly responding to all Preferred Suppliers' questions and requests for assistance
  - Routinely monitoring all Preferred Supplier profiles to detect expired test results/ certifications, working with suppliers to bring documentation current in a timely manner
  - Collaborating with NASC Marketing Manager to promote new suppliers, help all Preferred Suppliers effectively reach NASC membership
  - Maintaining Preferred Supplier database for tracking current memberships and contacts
- Spearhead efforts to identify and pursue new business opportunities and partnerships that will benefit the NASC and its members.



### **REQUIRED EXPERIENCE/EDUCATION:**

- Experience in ingredient and manufacturing industries, including familiarity with Good Manufacturing Practices and/or hazard analysis standards
- Familiarity with animal health products and feed supplements for dogs, cats, and horses
- Familiarity with the mission, objectives, and accomplishments of the NASC
- Able to plan and execute multi-level projects with an emphasis on timely follow-up and meeting milestones, and a focus on analyzing results and learning from outcomes
- Able to use critical thinking skills and good judgment to make sound decisions
- Self-motivated, highly organized, and able to work well remotely with minimal supervision
- Professional appearance and comfortable presenting to groups, one-on-one and in writing
- Excellent computer skills with Microsoft Word, Excel, PowerPoint, and Outlook are essential; WordPress experience a plus

### **EXPERIENCE/EDUCATION REQUIREMENTS:**

- Bachelor's degree in a scientific or quality field
- 2–4 years' work experience in animal or human supplement industry
- Familiarity with pet food and pet treat industry a plus
- Thorough understanding of supply chain management
- General understanding of applicable regulations for animal or human dietary supplement industry
- Should be familiar with typical office systems and procedures

### **WORKING CONDITIONS:**

- Works independently and productively from home office
- Ability to travel within the United States and internationally as needed; some overnight travel required

### **TO APPLY:**

Please email cover letter, resume, and salary requirements to Mr. Bill Bookout, NASC President, at [b.bookout@nasc.cc](mailto:b.bookout@nasc.cc).

***DISCLAIMER CLAUSE:*** Job descriptions are not intended to be – and should not be construed to be – exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job; they are intended to be an accurate reflection of those principal job elements of the position described.