Join the growing Marketing, Licensing and Sales Department of the American Society of Clinical Oncology (ASCO) in a fantastic role as a Licensing and Rights Manager. The candidate will bring a minimum of 3 - 5 years of related experience and coordinate a broad range of functions to support contracts and licenses for ASCO products, meetings, and publications. If you thrive in a fast-paced environment, enjoy using your analytical skills, and have an interest in continuous learning, then we want to hear from you.

**Key responsibilities include:**

* Manage relationships with international licensees including regular communication, contract negotiation and tracking, content delivery, and account and email monitoring
* Implement existing licensing programs and work with other members of the Licensing Team on the development of new licensed programs and on the expansion of existing programs
* Regularly utilize Altai and SalesForce to track activities and provide data for analysis in order to increase adoption of licensing programs and sales worldwide
* Maintain pricing documentation, manage template and contract resources and manage contracts database and workflow of internal contract execution
* Oversee/Manage the monitoring, invoicing, tracking of payments of all work produced by licensees and provide back-up
* Manage end-of-year closing of licensing accounts receivables and payables
* Ensure compliance of all licensing projects with licensing standards
* Monitor reports of infringement of the ASCO name or material; and process trademark licenses
* Develop and regularly update sales support tools such as presentation slides and materials

**Qualified candidates will bring:**

* Bachelor’s degree and prior licensing or sales experience
* Professional communication skills, including verbal, written, and listening
* Strong organizational skills with the ability to think things through and see the bigger picture
* Track record of successful multi-tasking with detail orientation in a fast-paced and professional environment while meeting deadlines
* Ability to follow through on assigned tasks with limited supervision

**The ideal candidate will also bring:**

* Licensing or related experience in publication sales or working with licensing programs and supporting processes
* Proficiency with Microsoft Office applications; hands-on experience working with CRM databases Altai and SalesForce is a plus
* Prior experience working with template contract agreements and liaising with legal
* International living or work experience and cross-cultural acumen

 ASCO is a stable, forward-thinking, growing membership organization that operates in a results-focused work environment in which employees’ evaluation emphasizes performance outcomes over presence or time. This is an Alexandria, Virginia-based position that offers an excellent benefits package, subsidized parking or Metro benefits, and opportunities to participate in professional development programs. To learn more about ASCO, please visit **www.asco.org/jobs**.