

JOB PROFILE

Job Title: Business Development Associate

Department	Type	Location
US BD Team	Full-time	Princeton, NJ

Job Summary:

We are seeking a highly talented and motivated individual to join our US Business Development Team based in Princeton, NJ, for the position of BD Associate.

Key Responsibilities:

Business Development (60%)

- Support Business Development activities at operational level, including the following:
- Prepare marketing and promotional materials to support Business Development initiatives.
- Conduct initial search and evaluation on potential partners for licensing and strategic alliance. Coordinate team meetings and discussions both internally and externally.
- Support the entire Business Development process, including: CDA/NDA signing, due diligence, term sheet/contract negotiations, successfully launch external partnerships.

Alliance Management (20%)

- Build trust and seek value through alliance management with prospective and existing partners. In the early stages of new partnership discussion, this includes accurately identifying the ultimate goals of the business partnership, careful documentation of communication between parties, and maintenance of timely communication with prospective partners.
- For existing partnerships, must be able to keep close track of ongoing projects in meeting key deadlines and periodically report progress and findings to the senior management team.

Market Intelligence (20%)

- Support market intelligence and innovative asset/technology scouting.
- Be able to accurately search for and evaluate assets/technologies that fit our strategic interests and needs.
- Collect and analyze information related to competing market landscape. Work together with BD team to summarize and present the results internally to facilitate decision making in overall business strategy.

Required Education and Experience:

- Either of the following:
- 1-3 years of industry experience in research, marketing, or finance is preferred with a Bachelor's degree in biology or related fields.
- 1-3 years of experience in the biotechnology, pharmaceutical, or animal health industries is preferred with a Business degree (MBA, Finance, Economics, Marketing, etc.)

Required Qualifications:

- Basic understanding of the core concepts and key definitions in chemistry/biology, drug development, and pharmaceutical licensing.
- Strong written and verbal communication skills, including presenting to internal and external audiences.
- Able to work smoothly and effectively with cross-functional teams.
- Competency with using MS Office tools such as Word, Excel, Powerpoint, etc.

Preferred Qualifications:

- Previous working experience in market intelligence, competitive analysis, or search and evaluation.
- Experience with maintaining corporate website content and social media accounts.
- General knowledge of immunology and oncology fields.
- Working knowledge of project management: capable of tracking multiple projects to meet deadlines and reporting progress updates in a timely manner.