



AIRA
AMERICAN IMMUNIZATION
REGISTRY ASSOCIATION

Business Development Director Job Posting

Position Overview

AIRA is seeking an accomplished Business Development Director to lead a transformative initiative that will strengthen the organization's long-term sustainability and expand its national impact. Reporting to the Executive Director, with strategic support from AIRA's Fractional Chief Operating Officer, this role will help shape the organization's next phase of growth, diversifying our revenue portfolio, expanding partnerships, and developing new opportunities that build on our reputation, expertise, and national network.

This newly created role offers a unique opportunity to design and lead AIRA's business development strategy. Working closely with organizational leadership, this individual will identify, cultivate, and advance strategic relationships across public health, healthcare, health technology, philanthropy, government and the private sector.

This is an opportunity for a strategic, relationship-driven leader who thrives on creating and driving new opportunities from vision to execution. The ideal candidate brings deep experience in business development, exceptional communication and relationship-building skills, strong business acumen, and the ability to work independently in a dynamic, mission-driven environment.

If you are energized by building partnerships, creating sustainable growth, and helping a respected national organization expand its impact on public health, we encourage you to apply.

Responsibilities

- Establish the infrastructure for a new business development function, including defining roles, workflows, and policies, and establishing scalable systems and procedures to support funding diversification and long-term organizational growth.
- Conduct a funding landscape analysis; develop and regularly update a comprehensive business development plan.
- Develop and manage a fiscal plan for responsible use of the business development budget.



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- Build, manage, and actively cultivate a diversified funding portfolio, including federal and state contracts, cooperative agreements, grants, contracts, member services, and subscription services.
- Lead the funding application process, including researching and prioritizing opportunities, gathering requirements, coordinating with subject matter experts, writing and submitting proposals, and attending relevant events.
- Develop tailored cultivation plans for top funder prospects, maintaining active engagement strategies and tracking all touchpoints.
- Leverage, populate, and maintain existing CRM to organize contacts, deadlines, proposals, and engagement history.
- Support the intentional packaging and promotion of AIRA's proven service offerings, such as technical assistance, IIS assessments, training, and interoperability initiatives, as marketable products for current and prospective customers/funders.
- Lead contracting and funding negotiations in collaboration with AIRA leadership; support identification of co-applicants or consortium partners where appropriate.
- Track and prepare regular reports on funding diversification progress for AIRA leadership and external partners; evaluate performance quarterly and refresh the funding pipeline annually.
- Represent AIRA's mission and service offerings positively and compellingly to current and prospective funders, customers, and stakeholders, nationally and internationally.
- Stay current on developments in the public health and health informatics environment to inform AIRA's funding diversification strategy.

Required Skills and Qualifications

- Minimum of a bachelor's degree in business, sales, healthcare administration, public health, or a related field, and 8+ years of experience in business development, client relationship management or account management. In lieu of a degree, the equivalent work experience of 10+ years of experience demonstrating practical mastery of the required knowledge, skills, and abilities.
- Demonstrated success identifying, cultivating, and closing new business opportunities including grant and funding application writing experience, with a proven track record in securing international, federal, state, and/or private-sector funding.





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- Experience developing market strategies, evaluating new business opportunities, and translating organizational strengths into sustainable revenue.
- Proven sales and negotiating track record.
- Experience using Customer Relationship Management (CRM) software.
- Excellent interpersonal and communication skills, with the ability to present concepts and proposals compellingly to diverse stakeholders.
- Ability to work independently, manage remote reporting relationships, and collaborate across internal and external teams.
- A remote workspace conducive to professional work, with audio and video conferencing capabilities.
- Ability to travel a minimum of three to five times per year.

Highly Desired Experience

- Experience working at the national level within public health, healthcare, health information technology, health informatics, or related sectors.
- Established network of relationships within federal agencies, foundations, health technology companies, healthcare organizations, public health organizations, and/or industry associations.
- Experience supporting or leading responses to federal, state, or foundation funding opportunities, including cooperative agreements, grants, and contracts.
- Experience commercializing professional services, technical assistance, educational offerings, software, or membership-based services.
- Experience working with nonprofit organizations, membership associations, or mission-driven organizations.
- Familiarity with immunization information systems (IIS), interoperability, health data exchange, public health infrastructure, or related healthcare technology.
- Experience developing go-to-market strategies for new programs, services, or products.
- Experience identifying and pursuing private-sector partnerships, including with pharmaceutical companies, health technology vendors, or other for-profit organizations.





- Experience building or significantly expanding a business development function, program, or revenue portfolio within an organization.

About AIRA

The [American Immunization Registry Association](https://www.immregistries.org/) (AIRA) is a respected 501(c)(3) nonprofit membership organization that plays a pivotal role in promoting the development and implementation of immunization information systems (IIS) to combat vaccine-preventable diseases. With a collaborative approach, AIRA serves as a platform where IIS programs, organizations, individuals, and communities converge to pool their expertise, exchange knowledge, and advance IIS and immunization programs.

At AIRA, we are champions of the IIS community and public health. We believe integrity defines both our work and our people. Remote work and flexible schedules have been our way of working long before the pandemic. We celebrate our teams' diverse experiences with opportunities to share and learn from one another through our family-friendly culture.

Compensation, Benefits and Perks

- Our company is remote-first. Headquarters are in Washington, DC, but all team members work remotely from their home office.
- Competitive base salary of \$125,000 - \$130,000 annually, with a performance-based bonus tied to the achievement of key milestones and strategic business development objectives.
- Comprehensive health benefits (medical, dental, and vision) for you and your family
- 100% paid parental leave, eligible after ten months of employment
- 401(k) retirement plan with company match
- FSA and HSA benefits
- Internet and professional development stipends
- Generous paid vacation
- Paid sick leave

Application Process & Submission Deadline

Applicants must submit an application packet consisting of both:

1. Cover letter stating why the applicant is interested specifically in this position





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2. A current résumé or CV

All forms must be submitted in PDF FORMAT ONLY. Title the application as follows: *Business Development Director – [applicant's last name] July 2026*. Send application package to HR@immregistries.org.

The deadline for the submission of applications is **July 31, 2026**. Consideration of applicants will begin immediately upon receipt of application. All interviews will be conducted between early August and early September with an anticipated start date in September 2026.

