

POSITION DESCRIPTION
MANAGING DIRECTOR OF EXTERNAL AFFAIRS
GLOBAL HIV VACCINE ENTERPRISE

The Global HIV Vaccine Enterprise (the Enterprise) has an immediate opening for a Managing Director of External Affairs to lead its communications and donor relations. The Managing Director, based in the New York City headquarters, is primarily responsible for this nonprofit organization's communications with scientists, donors and potential partners who are devoted to finding an effective vaccine to be used in ending the AIDS epidemic.

Global HIV Vaccine Enterprise

A safe and effective HIV vaccine is central to efforts to slow and ultimately end the AIDS epidemic. Developing such a vaccine is also among the greatest scientific challenges ever undertaken, one that requires the collaborative efforts of the world's best researchers and scientific organizations. Real progress has been made and much has been learned, and while there is great optimism in the research community, many more years of hard work lie ahead.

Created in 2005, the Global HIV Vaccine Enterprise is a unique alliance of global leaders in HIV vaccine research, funding and advocacy. The alliance works to accelerate a coordinated, collaborative program of independent research intended to produce safe and effective HIV vaccines. The Enterprise plays a strategic role in this broad community of researchers, advocacy and policy leaders, community groups, governments, funders and multilateral/international agencies.

Key partners in the Enterprise alliance include the ANRS: France Recherche Nord & Sud Sida-HIV Hépatites (ANRS FRENSH), AVAC: Global Advocacy for HIV Prevention, the Bill & Melinda Gates Foundation, GlaxoSmithKline Vaccines (GSK), International AIDS Vaccine Initiative (IAVI), U.S. Military HIV Research Program (MHRP), and the U.S. National Institutes of Allergy and Infectious Diseases (NIAID).

The Enterprise plays a critical convening role for the scientific and donor communities. It identifies gaps and emerging needs that must be addressed. It works with partners to develop solutions and then informs them about those solutions. These issues can be:

- Scientific, as with the recent development of considerations for mucosal sampling for clinical trial investigators or the publication on the immune space concept
- Strategic, as meetings with funders, developers and vaccine company representatives to reevaluate the strategies and interfaces between private and public sectors for developing an effective HIV vaccine
- Facilitative, as in the organization of the global Research for Prevention Conference or the Product Development Boot Camp

A small Enterprise secretariat, which includes the Managing Director for External Affairs, is based in New York City. It facilitates the efforts of the Enterprise alliance to promote coordination, collaboration, knowledge sharing and the optimization of resources in the field.

For further information visit vaccineenterprise.org.

The Position

The Managing Director will create and lead a comprehensive communications, marketing and brand-building program to advance the mission of the Enterprise among two critical audiences: the scientific and donor communities. This work is done through a program of high-level convenings and conferences, publications, journal articles, online and face-to-face communications.

The Managing Director will ensure that information is captured and disseminated through all appropriate channels. This is not a typical external communications role with a priority on broadcasting information through publicity activities and to popular media. Rather, the Managing Director will package and narrowcast highly targeted information to key players in the HIV vaccine development field.

Working closely with the organization's Director, William Snow, and other members of the Secretariat Team, the Managing Director will develop and implement an annual strategic communications plan. At the outset, the Managing Director will lead a branding initiative to update the organization's brand identity, vision, voice and effective messages. The individual will then unite staff and board behind the brand.

She or he will also work closely with strategic partners and consultants to build productive relationships and expand the Enterprise's influence. The Managing Director will utilize outside resources, including those of partner organizations, as available.

Donor relations are an important responsibility. The Managing Director produces essential proposals and reports to funders—including foundations, government agencies such as the National Institutes of Health, and corporate sponsors—and ensures that the Enterprise and its various programs are adequately funded.

The Managing Director will serve on the Enterprise management team, interact closely with partners and board members and provide leadership to a staff and consultant team with expertise in fundraising, conference planning, online and print publications development and production.

The Managing Director will oversee a budget authority of \$600,000.

PRIMARY RESPONSIBILITIES:

Primary responsibilities include:



- Achieving consensus behind an overarching brand and strategic communications plan that will increase the organization's overall effectiveness.
- Building a system to capture and disseminate information for target audiences through appropriate channels.
- Overseeing operational and communications aspects of the field's most important biannual global conference, which brings together 1,300+ scientists and journalists to share information on AIDS vaccines, microbicides and prevention science.
- Ensuring consistency of messages in materials and from spokespeople.
- Managing the writing, design, production and distribution of all print and electronic publications.
- Representing the Enterprise in various face-to-face meetings; making presentations; forging partnerships or collaborations at a broad array of conferences; symposia and other events.

Qualifications

The ideal candidate will have:

- Significant background and experience in the HIV/AIDS community
- An understanding of the scientific research process
- Experience in foundation and government fundraising and reporting
- Strong managerial and leadership skills and experience managing senior staff and consultants
- A minimum of 10 years of experience in communications, public relations, or marketing, preferably in a medical research or scholarly environment
- Excellent writing, speaking and analytic skills; the ability to effectively explain and interpret complex issues to various audiences
- Demonstrated ability to communicate with multiple target audiences, sometimes translating dense subject matter into accessible and compelling language
- Strong interpersonal skills, flexibility, creativity, curiosity and a good sense of humor
- Bachelor's degree or equivalent educational attainment

Salary commensurate with experience.

To apply, send resume or curriculum vitae to GlobalHIVJobs@DouglasGould.com.

The Global HIV Vaccine Enterprise is an Equal Opportunity Employer located in New York City. We provide excellent benefits, including a 403(b) savings plan, medical, dental, vision, FSA, STD/LTD, and pre-tax transit benefit with paid vacation, floating days, holidays and sick days.