



BIO Ventures for Global Health

Job Description Associate, External Affairs

Washington, DC

General Description:

BIO Ventures for Global Health (BVGH) is a non-profit organization whose mission is to save lives by accelerating the development of novel biotechnology-based drugs, vaccines, and diagnostics to address the unmet medical needs of the developing world.

BVGH fulfills this mission, in part, by bringing information and incentives to the biopharmaceutical industry and global health stakeholders. We have worked in the incentives area on Advance Market Commitments and the Food and Drug Administration's Priority Review Voucher Program. We are also working on a milestone-based financial incentive structure to stimulate innovation in drugs and diagnostics for neglected diseases.

As a part of our work, we bring together capable biotech innovators with academic experts, product development partnerships, and donors to create partnerships focused on global health product development. We reach out to companies to learn about their technology and products and to make them aware of opportunities in global health that are consistent with their strategic objectives. BVGH acts as an honest broker that helps the parties to solve conceptual, contractual, and practical problems that present barriers to the formation of these partnerships.

The successful candidate for this position will support the mission of BVGH by managing the organization's annual international conference and by working with the Director, Communications to implement the organization's overall communications strategy.

Responsibilities:

- Manage annual international conference attended by 500 leaders across the biopharmaceutical, global health, academic, investor, and funder communities. Responsible for leading team in strategic planning and execution of goals across registration, sponsorship, revenue, marketing, logistics, and program development.
- Support Director, Communications in marketing and communications for the organization including providing written content for social media, online and print publications, press releases, and funding grants.
- Plan organizational events such as fundraising dinners, receptions, Board of Directors events, and project-based meetings requiring venue selection, contract negotiation, coordination with vendors, materials development, and on-site management.
- Seek out, create, and be responsible for maintaining positive relationships and communications with sponsors.

Background and skills:

- Minimum four years of experience in meeting planning and/or communications in biopharmaceutical industry or global health-related organizations

- Knowledge of programs, strategies, donors, and organizations in global health or the biopharmaceutical industry
- Outstanding writing and communication skills
- Ability to manage social media, interactive media, and web-based programs
- Proficient in HTML, Photoshop, and InDesign
- Independent worker, capable of understanding a complex project and performing specific assignments in support of the project goals with only occasional supervision

Education:

- Undergraduate degree

Reporting:

- Reports to the Chief Executive Officer in our Seattle office. Some travel required.