

## About BIO Ventures for Global Health (BVGH)

BIO Ventures for Global Health (BVGH) is a nonprofit organization based in Seattle, Washington. BVGH was established in 2004 by the Biotechnology Innovation Organization (BIO) to engage BIO stakeholders – biopharmaceutical, diagnostic, and life science companies – in meaningful initiatives and programs to impact global health. BVGH focuses its activities on three core areas: establishing collaborations to accelerate product development for diseases of poverty, building biomedical research and development capacity in sub-Saharan Africa, and enabling access to innovative medicines.

BVGH leads the partnering and communication activities for WIPO Re:Search, a consortium led by the World Intellectual Property Organization (WIPO) in partnership with BVGH and several leading pharmaceutical companies. Members of the Consortium span the globe and include academic, nonprofit, and government R&D organizations.

The successful candidate for this position will play a key role across BVGH programs. He or she will work with the team to contribute to existing BVGH programs and to develop new programs.

Technical capabilities, great attention to detail, and excellent organizational skills will be important in this role. Excellent writing and communication skills along with the ability to multitask and manage multiple responsibilities at one time will be critical to success in this role. The Associate Program Manager will be responsible for the development of program materials, presentations, website content, newsletters, and various communication materials, as needed.

BVGH is looking for an individual who is passionate about impacting health in the developing world and is eager to work hard to see our programs succeed and our goals realized.

### Key areas of responsibility will include:

- Developing program proposals, conducting basic research to gain insight into researchers and research areas of interest and identifying funding and writing grants to secure funding
- Updating SharePoint and BVGH website as needed – some programming skills would be an asset
- Supporting a range of BVGH activities including completing market research, writing reports and newsletters, and developing other communication materials as necessary

### Required background and skills:

- Undergraduate or Master's degree in biology, molecular biology, biochemistry, or microbiology
- 3-5 years of experience
- Ability to read, analyze, and interpret scientific literature
- Strong analytical and quantitative capabilities
- Proficiency in Microsoft Office applications, experience in Adobe creative suite is desired
- Excellent written and oral communication skills
- Ability to multitask and work in a fast-paced environment where priorities shift and can change rapidly; enjoy some chaos and thrive in a high pressure environment
- Enjoy working in an organization with limited resources where everyone needs to wear all hats
- Demonstrated track record of success, achievement, and passion for taking on challenges and responsibilities for whatever needs to be done, including taking out the garbage when necessary

### Preferred skills:

- Experience in any of the following areas is desired: research and development, understanding the pathology of infectious diseases, program management, grant writing, and website design and development
- Experience working for a pharmaceutical or biotechnology company
- Familiarity with SharePoint

**Compensation:**

- Salary to be determined based on experience
- Two weeks of vacation annually

**Requirements:**

- Must be legally able to work in the USA – visa support will not be provided
- Local candidates only

**To apply:**

Please submit a cover letter along with your resume and a writing sample to Erica Jones ([ejones@bvgh.org](mailto:ejones@bvgh.org)).