

WE'RE GROWING!!!

Operations Manager/Executive Assistant

COVER LETTER, RESUME, and WRITING SAMPLE Required for Consideration

Who We Are . . . We are a cohesive team of determined and dedicated individuals working toward common goals in global health. Determination and perseverance, with a proven ability to get things done, are important to us. We come from diverse personal and academic backgrounds, including advanced science, global health, and liberal arts. We share a strong desire to advance solutions that improve global health and a commitment to the level of work and attention to detail needed to do so. We enjoy working with our team and strive to make our workplace welcoming and supportive.

Who You Are . . .

- Committed to excellence and eager to work hard to see our programs succeed and goals realized.
- An excellent verbal and written communicator.
- Excellent organization skills with great attention to detail.
- Effective multi-tasker with an ability to prioritize and execute on tasks.
- Enjoy managing multiple projects and balancing priorities.
- Self-motivated, energetic, and un-compromising.
- Enjoy working collaboratively in a team, and strive to support and improve the team.

About BIO Ventures for Global Health:

BIO Ventures for Global Health (BVGH) is a Seattle-based nonprofit organization that connects biotechnology and pharmaceutical companies, governments, and academic/nonprofit institutes to foster innovation ecosystems and health equity in low- and middle-income countries (LMICs). Driven by LMICs' self-defined needs, and working across geographies and therapeutic areas, BVGH programs are expanding access to cancer medicines and technologies; catalyzing research and development (R&D) for infectious diseases; and expanding LMICs' research and clinical trial capacity.

Oncology Programs

Cancer now kills more Africans than malaria. Without intervention, experts predict that by 2035, more than 1 million people in Africa will die from cancer annually. BVGH's African Access Initiative (AAI) aligns companies, African ministries of health and hospital leaders, and academic and nonprofit organizations to tackle Africa's cancer crisis. Through AAI, BVGH is establishing affordable access to lifesaving oncology medicines and technologies and strengthening African

hospitals' capacities to diagnose, treat, and manage cancer patients. Since 2017, more than 3,600 cancer patients and 3,700 healthcare providers have benefited from BVGH's work.

Clinical trials are important tools to drive access to high-quality care. With this in mind, BVGH is positioning African hospitals to participate in and lead cancer clinical trials – and ensure clinical trial diversity, equity, and inclusion. Through AAI and the African Consortium for Cancer Clinical Trials (AC³T), BVGH has trained hundreds of clinician scientists and strengthened research and regulatory systems in Africa.

We currently work in seven African countries: Cameroon, Côte d'Ivoire, Kenya, Lesotho, Nigeria, Rwanda, and Senegal.

Infectious Disease Programs

Infectious diseases—including antimicrobial-resistant infections, diseases of pandemic potential, neglected tropical diseases, malaria, and tuberculosis—cause significant suffering and death in LMICs. More R&D is essential to improve the prevention, diagnosis, and treatment of infectious diseases. Equally essential is the full participation of LMIC scientists in such R&D, as their firsthand experiences make them best suited to lead research programs and ensure product acceptability and accessibility in endemic areas. For over 15 years, BVGH has catalyzed robust infectious disease R&D—including many multinational industry/academic collaborations—and empowered LMIC scientists to advance their own research through capacity building programs. To date, BVGH has built a dynamic infectious disease R&D network spanning 160+ organizations in 45+ countries; coordinated 185+ research collaborations across 15+ infectious diseases; and organized 100+ months of hands-on and virtual R&D training for 26 researchers (46% women) in 12 LMICs.

BVGH will launch a new global infectious disease R&D partnering and capacity building program in 2023 that builds upon our prior successes and incorporates critical improvements to expand impacts for LMICs.

Responsibilities:

The Operations Manager/Executive Assistant will work across BVGH's oncology and infectious disease programs to:

- Support President and team with work including organizing and filing, managing projects and coordinating follow-up, drafting letters and managing outreach to and follow-up with key stakeholders, completing research and gathering and organizing information, preparing materials for board meetings as requested, managing mail distribution.
- Contribute to all BVGH projects as needed.
- Coordinate hiring and onboarding of new employees.
- Administer and update BVGH website with new copy, photos, press releases, projects, reports, and other information.

- Coordinate with team members and assists in managing social media presence and other communications as requested.
- Coordinate and helps to prepare BVGH newsletters.
- Assist with populating and managing BVGH SharePoint site.
- Support bookkeeping duties, including managing expenses.
- Manage any and all office duties.
- Help to develop and/or distribute outreach materials, including program updates.
- Prepare and manage questionnaires and surveys, including analyzing and reporting results.
- Create itineraries and book travel and meetings for team members as necessary.
- Coordinate events and meetings including taking meeting minutes.
- Ensure operation of equipment by completing preventive maintenance requirements; arranging for repairs; evaluating new equipment and technologies, as needed.

Skills/Qualifications:

- Undergraduate degree required, or equivalent work experience.
- 5-10 years of relevant work experience post-graduation preferred.
- Strong sense of professionalism, initiative, personal responsibility, and accountability.
- Outstanding writing and editing skills, coupled with strong attention to detail.
- Experience developing written materials for various audiences preferred, including internal and external communications, annual reports, brochures, blogs, posters, PowerPoint presentations, etc.
- Effective communicator, with excellent verbal, written, and active listening skills and the ability to build and maintain strong alliances with internal and external stakeholders.
- Excellent organizational skills, including ability to manage multiple projects while working in a fast-paced environment where priorities shift and can change rapidly.
- Advanced technical skills in utilizing all Microsoft Office, SharePoint, PowerPoint, Excel, MS Teams and other office technologies.
- Positive, “can do” attitude, and a strong desire to be helpful and work hard to build a successful global health organization.
- Enjoy working in an organization with limited resources where everyone needs to wear all hats and do whatever needs to be done, including taking out the garbage, when necessary.
- Experience with graphic design software (e.g., Adobe Illustrator, Adobe InDesign, and Photoshop), a plus.

Compensation and Schedule:

- Compensation determined based on experience
- Full-time or part-time
- Generous paid time off (PTO) for full-time employees: 40 days annual PTO (17 fixed days and 23 flexible days off)
- Excellent health benefits for full-time employees: 100% employer-paid premiums for medical, dental, and vision insurance

- 401(k) eligible at one-year anniversary with 5% employer contributions matching
- Remote-friendly work environment

Requirements:

- Must be legally able to work in the USA. Visa support will not be provided.
- Washington State and Washington, DC applicants preferred; applicants from other states will be considered on a case-by-case basis at the time of application submission. Relocation assistance will not be provided.

Applications:

Send your resume, cover letter, and a writing sample to [careers\[at\]bvgh.org](mailto:careers@bvgh.org).