

WE'RE GROWING!!!

Program Manager/Senior Program Manager

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, passionate about impacting global health, and eager to work hard to see our programs succeed and goals realized.
- An excellent verbal and written communicator.
- Curious, creative, enterprising, and persistent.
- Self-motivated, energetic, and un-compromising.
- Enjoy managing multiple projects and balancing priorities.
- 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.

What You Will be Doing:

Program Managers play a key role working across BVGH's programs. They design, develop, and execute, and evaluate projects that contribute to the ongoing successes of BVGH's programs. Program Managers lead their projects and other activities from ideation to completion, ensuring efficient workflow and effective communication with external partners and stakeholders. They are experienced communicators who create and deliver high-quality written materials for diverse stakeholders.

Oncology Program (AAI) Responsibilities

- Engage a diverse group of external stakeholders composed of domestic and international healthcare leaders, researchers, government officials, and other subject matter experts in a professional and culturally mindful manner
- Anticipate and proactively respond to partners' needs across access to cancer medicines and technologies, training, research, cancer awareness, and more
- Based on our partners' priorities, design, develop, and execute high-impact training programs (digital and in-person), including securing trainers, setting training topics and learning objectives, organizing program logistics, engaging trainees, moderating digital lectures, evaluating outcomes, and reporting program impact

- Coordinate drug access activities between drug manufacturers and African hospitals or governments, including calculating budgets based on forecasted drug needs, engaging drug manufacturers, collecting documentation needed by customs officials, organizing shipping logistics, tracking shipments from port to patient, and monitoring usage in collaboration with the hospital's pharmacy team
- Develop high-quality written materials, including project reports and proposals, grant applications, newsletter text, blogs, peer-reviewed publications, conference abstracts, meeting minutes, emails, and more
- Other projects contributing to the overall success of AAI and AC³T

Infectious Disease Program Responsibilities

- Assist the Vice President with the rollout of the new infectious disease program. Tasks may include, but are not limited to, developing high-quality materials (PowerPoint presentations, program briefings, funding proposals, etc.) for potential Members, funders, and other key audiences; coordinating events for target audiences (panel sessions, side events at industry gatherings, etc.); and recruiting and onboarding Members.
- Following program launch, engage a portfolio of Members (organizations and researchers based in both LMICs and high-income countries) in alignment with their own interests as well as program goals. Profile each Member's infectious disease R&D and capacity building priorities; identify other Members with complementary interests, needs, and resources; facilitate non-confidential discussions to confirm mutual interest in collaborating; coordinate communications to align on R&D or capacity building project milestones, roles, and responsibilities; provide alliance management support to help ensure successful outcomes; monitor, evaluate, and report on project impacts.
- Support LMIC Members in securing external research funding by searching for relevant funding opportunities, identifying collaborators to enhance application competitiveness, proofreading proposals, etc.
- Develop high-quality communications materials for diverse audiences (US Congress, United Nations agencies, mainstream media, employees at Member companies, etc.) to expand program and Member visibility. Materials may include, but are not limited to, newsletters, scientific and feature articles, blogs, reports, PowerPoint presentations, etc.

Skills/Qualifications:

- Undergraduate degree required, advanced degree a plus, preferably in the biological sciences.
- 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.
- Excellent verbal communication skills.

- Experience using PubMed and reading and understanding scientific literature, a plus.
- Demonstrated qualitative and quantitative analysis skills.
- Excellent organizational skills, including ability to manage multiple projects while working in a fast-paced environment where priorities shift and can change rapidly.
- Positive, “can do” attitude, and a strong desire to be helpful and work hard to build a successful global health organization.
- Ability to work both independently and in a team.
- 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.
- 5-10 years of relevant work experience post-graduation preferred.
- Proficient in Microsoft Word, PowerPoint, Excel, Outlook, and SharePoint.
- 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 preferred; part-time will be considered
- Generous paid time off (PTO): 40 days annual PTO (17 fixed days and 23 flexible days off)
- Excellent health benefits: 100% Employee-paid premiums for medical, dental, and vision insurance
- Remote, hybrid, or onsite workplace – you decide what works best for you

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.

Reporting:

- Reports to Vice President

Applications:

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