



## The Fund for Elimination of Viral Hepatitis

### ("EndHep2030")

#### Director, Communication and Stakeholder Engagement

**Posted:** February 2019

**Location:** San Francisco, CA (preferred)  
but open to remote working arrangement

**Position:** Program, Management

**Field:** Health, International

**Salary:** Commensurate with experience

**Website:** [www.endhep2030.org](http://www.endhep2030.org)

**Deadline:** March 31, 2019

**Employment Level:** 60% - full-time

**Category:** Global Health, communication, public relations, public policy, web contents, media relations, special publication, stakeholder engagement, special events

#### Introduction

**The Fund for the Elimination of Viral Hepatitis** ("EndHep2030") was launched in November 2017 at the World Hepatitis Summit. Managed by an Oversight Committee as a sponsored project of Rockefeller Philanthropy Advisors, EndHep2030 was conceived as an international collective funding platform in collaboration with the World Health Organization and US CDC. EndHep2030 aims to support the global campaign to eliminate viral hepatitis by 2030 as articulated by the World Health Organization Global Health Sector Strategy. With a limited life-span (sun setting by 2035), EndHep2030 aims to raise US\$ 1 billion in catalytic funding to support the global campaign to eliminate viral hepatitis. For more information about us, please visit our website [www.endhep2030.org](http://www.endhep2030.org).

We invite qualified and highly motivated professionals to apply for the position of **Director, Communication and Stakeholder Engagement**. Reporting to the Chief Executive Officer and Co-Chair of the Oversight Committee, the successful candidate will play an instrumental role in helping shape and strategize EndHep2030's communication platform and messaging through diverse medium. S/He will be tasked to build up a strong online presence for EndHep2030. Working closely with the Chairs of the Expert Advisory Council and the Business Leadership Council, the incumbent will provide vital support to the Councils in engaging their members and act as effective resource for sustaining the blue-ribbon Councils. The incumbent will work closely with the Senior Director of Development and Donor Relations in crafting pitching materials for fundraising.

## Summary of the position

The Director, Communication and Stakeholder Engagement, will play a key role in increasing EndHep2030's public profile and raising public and policy awareness of viral hepatitis as a public health challenge. S/He will help lead the development and implementation of a strategic communication plan across EndHep2030 globally. This encompasses traditional and non-traditional communication practices and approaches.

The incumbent will develop and implement strategies that align EndHep2030's strengths, initiatives and priorities with fundraising opportunities and donor intentions, public awareness and policy advocacy. Most importantly, the incumbent will play an instrumental role in positioning EndHep2030 as a thought leader and a go-to place for donors who wish to fund hepatitis-related activities.

The two major areas of responsibility for the position include *but are not limited to*:

### 1. Communication

- Provide support and act as a resource for the Oversight Committee and the advisory councils in developing and implementing a strategic plan to raise EndHep2030's profile through high-level engagement.
- Take a leadership role in developing business plan for cloud-funding as part of the fundraising strategies as approved by the Oversight Committee for EndHep2030's viability and sustainability.
- Oversee EndHep2030's website and its content management.
- Represent EndHep2030 at high-level meetings and conferences on health philanthropy, global health, and major advocacy occasions to promote EndHep2030 and hepatitis elimination.
- Explore and research innovative communication tools for engaging stakeholders from diverse cultural, linguistic and regional backgrounds.
- Develop partnerships with non-traditional communication platforms in order to reach special populations.
- Provide technical assistance/training to junior staff and affiliated programs as needed.

### 2. Stakeholder Engagement

- Work closely with the Council chairs and the Oversight Committee to help stand up the Expert Advisory Council and the Business Leadership Council.
- Develop terms of reference for the Councils.
- Maintain an active calendar in engaging Council members.
- Create opportunities for Council members to speak on behalf of EndHep2030
- Design and implement a donor education tool kit.
- Prepare timely project reports for the Oversight Committee and subcommittees.
- Conduct in person and virtual meetings with key stakeholders as needed.

## Qualifications and skills

- Must be already eligible for employment in the United States and have the ability to travel internationally as needed.
- Minimally an earned bachelor's degree from an accredited institution plus 15 years of professional experience in related field(s); or an earned Master's degree with at least 10 years of professional experience.
- A degree in communication, public health, epidemiology, and/or business development is highly desirable and preferred.
- A keen understanding in international communication, global health, public policy, and non-profit operations.
- Work/academic experience in global/public health, infectious disease, disease elimination/eradication, and non-profit program management are highly desirable.
- Self-motivated, detail oriented and able to take initiative.
- Able to work independently and comfortable with a virtual work environment.
- Capable of multi-tasking and able to navigate an organization with multiple locations and members spread throughout the world.
- Personable, diplomatic and mature.
- Excellent English language skills. Any other major languages are a plus.
- Demonstrated understanding of project management concepts.
- Skillful in standard office software packages and online research.
- Skilled in creating high-impact public presentations.
- Experienced in managing complex projects.

### Notes:

**Status of Employment:** Full time or 60%, a threshold for benefits.

**Location of the position:** It is preferred that the position is based in San Francisco.

However, we are open to a remote working arrangement pending review of the specific situation.

### How to apply

Please email your CV with a cover letter and 3 – 5 professional, non-academic references, samples of original writing (up to 20 pages in total) to [wsl@endhep2030.org](mailto:wsl@endhep2030.org). Please write "Director, C&SE" in the subject field.

**Deadline:** Review and interview will be on a rolling basis till the position is filled or by March 31, 2019, whichever occurs first. Finalists will be interviewed in person in New York City on April 4 and 5 or 6, 2019.