Position Title: Communications Manager  
Position Type: Full Time  
Location: Remote  
Reports to: Director of Communications  
Works closely with: All GLI Program Directors

Global Liver Institute (GLI) is a 501(c)(3) nonprofit headquartered in Washington, D.C. Our mission is to improve the lives of individuals and families impacted by liver disease. We accomplish this by promoting innovation, encouraging collaboration and scaling optimal approaches to help eradicate liver diseases. We believe that, by collaborating with the medical and advocacy communities and partners worldwide, we will achieve our vision for liver health to take its proper place on the global public health agenda consistent with the prevalence and impact of liver disease.

We are a young, fast-growing organization with fewer than 50 employees across multiple states in the U.S. and countries around the world. As such we can be nimble and flexible to employee accommodations to support peak performance, personal growth and job satisfaction.

Founded in 2014, GLI is quickly expanding in size, both in terms of our staff number and our reach around the world. We encourage our team members to bring their energy, passion, and ideas to our projects and to think outside the box in terms of how to best develop programs that can scale in size and make the greatest impact for patients with liver disease. The GLI culture centers on open communication, support for our teammates, and a willingness to try new things. If this sounds like the place for you, we hope you’ll apply!

Position Summary:

The Communications Manager will advance GLI’s reputation as the premier global thought leader in liver health by increasing the visibility, reach, and collaborations for GLI’s initiatives. Success will be measured by your ability to increase share of voice, penetration of outgoing messages, and number and quality of incoming media opportunities. The successful candidate will report directly to the Communications Director and work closely with our CEO, Chief of Staff and other department directors.

Responsibilities:

- Manage communications projects aligned with GLI’s overall communications plan
- Make and manage media inquiries for the CEO and Program Directors, including the creation of scripts and talking points
- Support the execution of GLI-related meetings (virtual and in-person)
- Coordinate clinician and patient speakers for GLI events
• Research, write and prepare for publication of GLI newsletters (see our March NASH News)
• Research and write fact sheets, press releases, website content, articles and presentations
• Suggest and select appropriate dissemination methods and vehicles for GLI-generated materials, including popular and trade/scientific publications
• Provide analytics for communications projects
• Participate in GLI communications meetings and coordinate with other GLI team members

Required:

• Bachelor’s degree or equivalent work experience
• 5+ years experience in media relations position at a communications agency or press office
  ○ Preference for experience with executive visibility campaigns
• Experience in pitching to various types of media, both U.S. and international
• Portfolio of media placements and/or media campaigns executed
• Knowledge of social media planning and execution
• Superior skills in copywriting, proofreading and editing
• Fluency with Microsoft, Google applications and media tracking software (such as Meltwater)
• Strong interpersonal skills, with the ability to effectively communicate and collaborate with individuals from cultural and diverse backgrounds
• Commitment to professional development and continued learning within an organization
• Superior organization and time management skills
• Passion for patients

Compensation:

In addition to a competitive salary, GLI offers 100% reimbursement for the costs of healthcare insurance for its employees. We recognize most federal holidays and generally close the last two weeks of December, as an additional paid vacation for GLI staff. Our team members may request the option of working off-site/remotely (our work is fully remote during the Covid crisis). Finally, GLI has a liberal leave and sick-time policy depending upon advanced planning, employee discretion and approval of the employee’s supervisor.

How to apply:

Please send your resume/CV and cover letter to hiring@globalliver.org with “Communications Manager” in the subject line of your email.

Due to the high number of applications we receive for positions posted, we are only able to respond directly to candidates with whom we wish to move forward in the interview process.

Global Liver Institute is an equal opportunity employer and affirms the right of every qualified applicant to receive consideration for employment without regard to race, color, religion, sex, gender identity or expression, national origin, sexual orientation, genetic information, disability, age, ancestry, military service, protected veteran status, or other groups as protected by law.