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 NASH Program Manager will advance GLI’s leadership position in patient-driven advocacy by increasing the visibility, reach, and collaborations for GLI’s initiatives in NASH, specifically the GLI NASH Council, International NASH Day, our Beyond the Biopsy Campaign, and projects addressing NASH as a driver of liver cancer. This person will report to the NASH Programs Director.

So what’s NASH? Your liver is part of your body’s digestive system and plays a role in metabolism, or the process by which your body converts food into energy. If too much fat builds up in your liver, you can develop nonalcoholic fatty liver disease (NAFLD) which, left untreated, can lead to serious liver problems. Nonalcoholic steatohepatitis (NASH) is caused when that extra fat turns into inflammation (swelling in the liver) and fibrosis (scarring) of the liver. If severe enough, NASH can lead to cirrhosis or liver cancer, potentially requiring a liver transplant. Check out some of our NASH resources.
**Responsibilities:**

- Research all aspects of NASH and related metabolic, hepatology and oncology fields, becoming knowledgeable in the science of NASH (e.g., liver fibrosis, inflammation, cirrhosis)
- Develop and maintain work plans and timelines
- Develop and maintain program-related contacts
- Focus on patient engagement, recruitment, participation and support
- Plan and manage program-related events, including contracts and budgets
- Weekly reporting and sharing of new program resources and accomplishments, plans and needs
- Provide input into GLI’s strategic and program plans
- Assist in monthly development of NASH News
- Participate in grant solicitation and accountability reporting of grant supported programs
- Represent GLI in teleconferences and in-person meetings at GLI and off-site
- Provide appropriate administrative support and accountability as required

**Required:**

- Bachelor’s degree, or equivalent experience
- Experience and strong skills in copywriting, proofreading and editing
- Fluency with Microsoft, Google, SalesForce and Zoom applications
- 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

**Benefits:**

In addition to an extremely 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 “Program Manager (NASH)” 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.*