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<b>Job Title:</b>	Program Manager, Content Development
<b>Reports To:</b>	Sr. Director, Patient Engagement
<b>Status:</b>	Full-Time
<b>Location:</b>	Aliso Viejo, CA or Remote
<b>Date:</b>	January 2019

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[Global Genes](#) is a 501(c)(3) nonprofit organization working to connect, empower and inspire the rare disease community.

#### **PROGRAM MANAGER, CONTENT DEVELOPMENT**

The Program Manager, Content Development will develop and manage exciting, timely agenda content and speakers for several educational conferences and resources covering a range of topic areas relevant to the rare disease patient and advocate communities. From the annual RARE Patient Advocacy Summit, our signature event and the largest educational conference for rare disease patients and advocates, to the annual RARE Drug Development Symposium, focused on informing patients and advocates about the research and drug development process, to smaller, more specialized resources and events, the Program Manager will produce content of the highest quality that patients and advocates can use to take the next steps toward addressing critical, unmet needs in their lives and for their communities.

#### **Responsibilities:**

- Conducting ongoing, in-depth research to identify potential topics, current news/trends/critical issues, possible speakers, etc. from a variety of sources including news media, scientific research, and community stakeholders
- Analyzing research to develop comprehensive, timely draft agendas and outlines
- Developing and maintaining strong relationships with thought leaders, industry subject matter experts, speakers, and others
- Confirming speakers for invitation-only, editorially-led conferences
- Managing speakers' confirmations and all associated follow-up details such as agenda and other onsite logistics related to their participation
- Managing speaker relations pre-event, prepping speakers and helping the speakers to frame their presentations in order to develop high-quality, engaging, and informative conference sessions

- Producing related program materials such as conference descriptions and speaker bios
- Evaluating and establishing opportunities for expansion of programs
- Keeping internal team members (events, editorial, marketing, membership, sponsorship) updated on all information that is relevant to them in a timely manner

**Qualifications/Requirements:**

- Bachelor's degree, preference given to degree in journalism, public health, or life science
- Advanced degree preferred
- A minimum of 2-3 years of experience in analyzing and summarizing research results in creative, content production roles, such as communications, public affairs, or journalism
- Experience in life sciences, pharmaceutical/biotech industry, or health-related advocacy preferred
- Broad understanding of the pharmaceutical research and development process
- Strong organizational skills with the ability to manage multiple deadlines and priorities
- Exceptional communications skills with a wide variety of stakeholders (e.g., patients and their families, researchers, health care professionals, and industry executives)
- Ability to travel as needed