

Position: Engagement and Outreach Manager

Employer: Genetic Alliance

Classification: Professional, full-time employment

Benefits: Paid vacation, health and holidays, generous medical insurance, long-term disability, life insurance, transportation deduction, and employer matched 403b plan

Location: 4301 Connecticut Avenue, NW, Suite 404, Washington, D.C. 20008

Salary Range: \$55,000-60,000

Genetic Alliance is a nonprofit health advocacy organization committed to engaging individuals, families, and communities to transform health. For 30 years, we have built tools and technology that empower individuals to improve their own health and amplify their voices to better health and access for others. We work collaboratively with our network of thousands of organizations to push the boundaries of the current systems of research, care, and support. Our goal is to ensure that individuals, families, and communities (and the organizations who serve them) have access to the information they need to make informed decisions about their health and healthcare. We bring energy and creativity to this task through the diverse experience and expertise of our staff.

General Position Overview:

In support of its mission, Genetic Alliance is leading multiple efforts to engage patients in clinical research and improve processes for participant leadership in health programs, research, and care. Genetic Alliance also serves as a part of the Coordinating Center for the National Patient-Centered Clinical Research Network (PCORnet), a groundbreaking initiative aiming to transform clinical research by engaging stakeholders and leveraging health data to advance medical knowledge and improve health care. For all of these projects, Genetic Alliance is spearheading efforts to build engagement capacity for the Network overall, increase participation in research, outreach to communities broadly, and consider how to systematize engagement in a meaningful and effective way across health. The Engagement and Outreach Manager will work with a collaborative team to develop, implement, and monitor engagement activities across PCORnet and other communities in health and research. The Manager will also lead efforts to refine existing tools and resources, build partnerships, deliver resources and services, and contribute to strategy about how to enhance engagement practice.

Duties and Responsibilities:

- Support ongoing projects and research efforts with a special emphasis on participant engagement, community outreach, and stakeholder value.
- Collect, develop, refine, and review engagement materials.
- Develop a suite of tools and curricula for stakeholder learning and support.
- Understand and monitor PCORnet technical methods for engagement, including recruitment and retention.
- Collaborate with engagement teams from a variety of institutions, projects, and disciplines apply successes and lessons learned, join forces, and maximize efficiency and sharing.
- Write and edit documents, web text, presentations, and more.

- Support other team activities, as necessary.

Genetic Alliance's mission requires that we think outside-the-box and inspire our network of partners to do the same. In order to transform entrenched systems and draw people out of their comfort zone, Genetic Alliance has focused on creating a culture of openness. This culture is an important part of our internal and external process, in the need for honesty and transparency in all that we do, and in the requirement that staff push themselves and grow both personally and professionally.

Qualifications:

Education/Experience

- Experience in health and/or community-focused programs.
- Bachelor's degree required.
- Advanced degree in related field highly preferred (clinical, public policy, public health, communications, public administration).
- Stellar communication skills and experience, with preference given to individuals with experience in underserved populations, engagement or stakeholder involvement, community outreach, or other related fields.

Skills, Knowledge, and Abilities

- Experience developing project plans, materials, and tools.
- Comfort with managing project tasks and staying on target timelines.
- Interest in engagement, community organizing, network building, and partnership development.
- Innovative and analytical thinker who is comfortable implementing new systems and processes.
- Ability to communicate effectively verbally and in writing.
- Thrives in a fast-paced and stimulating team environment.
- Superior organization and time management skills with special attention to detail.
- Flexible and interested in improving the research paradigm in novel ways.
- Interest in innovative models of healthcare.
- Excellent team player.
- Interest in diverse stakeholders and network models.
- Experience with innovative models of research and/or programs focused on consumers, patients, or consumer advocates.

How to Apply:

Interested and enthusiastic applicants should send a resume, cover letter, two writing samples, and references to: Andrea Goodman, *Director of Engagement*, agoodman@geneticalliance.org