

Position Description

Title: Communications Manager, Melanoma Research Alliance and *FasterCures*
Reports to: Communications Director

Position Overview:

The Communications Manager will be managing key aspects of the communications portfolio for the Melanoma Research Alliance and *FasterCures*. Among the core tasks are to manage and implement communications tactics including media relations, event support, presentation creation, and collateral material development. Working closely with the Communications Team, this position will also proactively develop and integrate communications opportunities into Melanoma Research Alliance and *FasterCures* efforts when appropriate.

Responsibilities:

- ❖ **Project management.**
 - Efficiently and effectively manage a communications portfolio for two distinct organizations and be able to adeptly deliver exceptional and timely results
 - Coordinate activities with science and development staff as well as external consultants, agencies, and other partner groups.
- ❖ **Communications planning and execution.**
 - Serve as the point person for MRA and specific *FasterCures* programs.
 - Position MRA activities and *FasterCures* programs to external audiences.
 - Maintain and update web content on the MRA web site and on key aspects of the *FasterCures* site.
- ❖ **Publicity and promotions.**
 - Develop communications materials (press releases, blogs, presentations, etc) that will elevate the visibility of the organizations to its target audiences.
 - Manage outreach strategies whenever appropriate (dinners, scientific retreat, release of reports, etc)
 - Leverage and utilize existing communications networks to elevate visibility and increase reach.
 - Cultivate relationships with media contacts, including bloggers, and identify ways to deliver relevant messages. Proactively monitor and respond to (when appropriate) media coverage.

Qualifications (Required):

- Five plus years of experience as a communications professional for a public relations firm, marketing organization, nonprofit or public charity, academic institution, or corporation;
- Ability to be flexible, prioritize tasks, and manage deadlines and deliverables.
- Strong attention to detail and proven project management skills.
- Technical expertise (website content management, online tools, social media, powerpoint/presentation development)
- Exceptional oral and written communication and presentation skills.
- Effective team player and desire to be part of an evolving, innovative organization and to contribute to its growth and reputation.

QUALIFICATIONS (Strongly preferred):

- Demonstrable network of relationships with media outlets and media professionals.
- Experience in areas of health policy and research.
- Strong project management/client management background.
- Strong familiarity with the medical research advocacy community.

For more information please visit: www.MelanomaResearchAlliance.org and www.fastercures.org.
Please send cover letter and resume to Lisa Simms at LSimms@fastercures.org.

