

Organizational Roles & Responsibilities	
Title: Manager, Communications	
Reports To: Executive Director, Communications & Engagement	
Location: Conshohocken, PA	Travel: Up to 25%
<p>Role:</p> <p>We invite you to consider our Communications Manager role where you will be responsible for collaborating with the Executive Director, Communications & Engagement on setting and executing TransCelerate's overall Communications Strategy.</p> <p>This dynamic role oversees the internal (across TransCelerate Member Companies) Communications Program; the external (broadly across the industry) Communications Program; Yearly Conference Strategy; and creation of innovative communication solutions to support the TransCelerate Portfolio.</p> <p>You will have frequent contact with the TransCelerate Leadership team, TransCelerate Project Initiative Leaders & Teams, Communication contacts within each Member Company, and the contracted Public Relations team.</p>	
<p>Responsibilities:</p> <ul style="list-style-type: none"> • Internal Communications Program: <ul style="list-style-type: none"> ○ Creation, execution and maintenance of TransCelerate's annual Communication Plan. ○ Planning, development, and execution of internal communications activities as defined by the Communication Plan (Creation & distribution of monthly newsletters, internal announcements, additional ad-hoc messages) • External Communications Program: <ul style="list-style-type: none"> ○ Partner with an external Public Relations firm on the planning and execution of external communication activities including: <ul style="list-style-type: none"> ▪ Website Strategy & Enhancements ▪ Media engagement ▪ Social media (Twitter, LinkedIn) ▪ External Communications (<i>Accelerate to Innovate, Pulse on Progress</i>) ▪ Coordinate Industry Publications ○ Define TransCelerate's Press Release Strategy, draft Press Releases, and work with a variety of internal stakeholders on review and approval. ○ Responsible for providing communications, when appropriate into communication vehicles of organizations that TransCelerate collaborates with (e.g. blog posts, newsletter contributions) • Conference Strategy: <ul style="list-style-type: none"> ○ Define and execute a yearly strategy and plan for TransCelerate representation at key industry conferences. This includes conference identification and confirming speaking opportunities. 	

- Act as a liaison between industry conference points of contact and internal leaders on abstract submission, confirming speaking opportunities, ensure preparation of slides and key messaging, and overall conference coordination.
- Attend key Industry Conferences representing TransCelerate.
- **Portfolio Communication Solutions:**
 - Collaborate with leaders from each initiative in the TransCelerate portfolio to determine communication solutions required to bring greater awareness to that initiative's solutions and recommendations.
 - Facilitate work efforts between initiative and the contracted Public Relations team and other creative services vendors (as appropriate).
 - This includes website enhancements (Initiative home pages and initiative asset pages); creative solutions and collaboration with internal partners as the key point of contact for all internal & external communication needs.
- **Strategic Team Leadership and Management**
 - Establish and maintain a high performing team in the delivery of all communication efforts
 - Provide coaching, support and mentoring to Communications Analyst
 - Participate in the management of the contracted Public Relations team and other creative services vendors.
 - Seek to continuously improve the TransCelerate Communications Program.
 - Partner and support delivery of key TransCelerate Internal Meetings and Events.

Additional Responsibilities:

- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks.
- Provide guidance and support of a Communication & Engagement Analyst, who will be an integral contributor to the TransCelerate Communications team.

Required Experience:

This role requires a communications professional who is articulate, highly organized, resourceful, self-motivated, and a practitioner of breakthrough thinking. Candidates will demonstrate proficiency and success with prioritizing and multi-tasking in a fast-paced environment, and have experience developing and executing communications that require effective collaboration with executives.

Additionally, you will possess expertise in the following:

- Corporate Communications
- Public Relations / Media Relations
- Pharmaceutical R&D
- Project Management

Skills & Qualifications:

- BA/BS in Communications, Business or Liberal Arts with a minimum of 5-7 years industry experience with an emphasis in Pharmaceutical Research & Development.
- You will excel in verbal and written communication skills, be passionate about building relationships- and work with a customer-oriented mindset.
- You are organized, manage multiple projects and handle unscheduled requests concurrently.
- The successful individual enjoys working as part of a larger team, prioritizes projects, and continually analyzes ways of creating efficiencies and working smarter.

- You are organized and manage to deadlines
- Passion for creating excellent, high-quality deliverables.
- You have managed others and are passionate about developing people.
- You are highly capable using Microsoft Word, PowerPoint, Sharepoint, and Excel as well as experienced in tools to create and publish professional communications (e.g. MS Publisher, Adobe Suite, Constant Contact, Page Designer, Photoshop, etc.)

We would like you to provide samples of previous writing and creative design projects.

Who We Are

TransCelerate BioPharma Inc. was launched in 2012 as a non-profit organization to improve the health of people around the world by accelerating and enhancing the research and development of innovative new therapies. Our mission is to collaborate across the global biopharmaceutical research and development community to identify, prioritize, design and facilitate implementation of solutions designed to drive the efficient, effective and high-quality delivery of new medicines.

To learn more, about us, please explore our website.

<http://www.transceleratebiopharmainc.com/>