
Job Description: Executive Director

Universities Allied for Essential Medicines (UAEM), a U.S. 501(c)(3) organization, seeks a new Executive Director to mobilize student advocacy for global access to affordable medicines. As a non-profit organization rooted in a movement of university students, UAEM aims to:

- Promote access to medicines for people in developing countries by changing norms and practices around university patenting and licensing
- Ensure that university medical research meets the needs of the majority of the world's population
- Empower students to respond to the access and innovation crisis

Since its founding in 2001, UAEM has grown into an international network of students in medicine, law, public health and related fields with chapters on nearly 100 university campuses in 20 countries. The Executive Director is responsible for:

- successfully coordinating and directing UAEM's student-driven global health advocacy activities in North America (the primary area of responsibility for this position),
- managing all nonprofit operations under the guidance of the North American Board of Directors and UAEM's long-term strategic plan, and
- supporting UAEM's ongoing international growth in other regions of the world.

The Executive Director (ED) reports directly to the North American Board of Directors and works closely with UAEM's highly committed student leaders, ensuring effective collaboration to further UAEM's goals and support students' empowerment as rising global health leaders. The ED also closely coordinates with the Executive Director of UAEM's European network.

The Executive Director will be expected to bring or quickly develop an expertise in UAEM's key areas of activity, particularly issues and concepts at the intersection of global health, intellectual property policy and biomedical research and development. The ED must have proven leadership skills and a commitment to UAEM's vision. The ideal candidate will have the energy and ability to tackle a wide range of critical tasks, from conceiving creative advocacy campaigns, to drafting policy proposals, to engaging donors – and above all, working closely and enthusiastically with UAEM's highly motivated student volunteers. All candidates should have strong capacity to motivate themselves and others, take initiative on a variety of projects, and manage time well.

There is a preference for an ED based in the Bay Area (California), New York City, or Washington DC, but UAEM will consider other locations on an individual basis. In addition to managing the activities of UAEM's network via conference calls, web communication and virtual meetings, candidates should be prepared to spend ~15% of their time travelling, including internationally.

UAEM is an inclusive network and an equal opportunity employer. We seek and encourage diverse applicants from all groups, communities and backgrounds. UAEM offers salary commensurate with experience and a competitive benefits package.

Please apply by May 12 for priority consideration. We will consider further applications on a rolling basis until a hiring decision is made. See page 3 for full application instructions.

KEY DUTIES AND RESPONSIBILITIES

The Executive Director is responsible for leading UAEM's day-to-day operations and representing our work to the public. The specific duties and responsibilities of the Executive Director include:

Leadership

- Guiding UAEM in continued successful implementation of the organization's current, approved strategic plan.
- Working with the Board of Directors and student leaders to refine UAEM's strategic plan going forward, to create new organizational policies and processes, and to identify and analyze internal and external developments affecting UAEM's work.
- Engaging and empowering student volunteers (undergraduate and graduate) to develop and carry out a wide range of campaigns and activities.
- Fostering collaboration between all parts of UAEM's network, including staff, student leaders, the Board of Directors, international chapters, advisors and allies.
- Offering guidance on concrete advocacy, policy and media tactics.
- Acting as an effective spokesperson and inspiring public representative for UAEM.

Operational & Program Planning and Management

- Serving as the primary decision-maker on core operating activities including human resources, budgeting and financial management.
- Managing UAEM staff in the successful execution of their duties, including student organizing, fundraising, communications, administration and finance.
- Ensuring that operations meet expectations of UAEM members, the Board, and Funders.
- Overseeing the planning, implementation and evaluation of creative and effective advocacy campaigns and projects.
- Ensuring that UAEM's advocacy campaigns and projects contribute to the fulfilment of UAEM's mission and reflect the priorities and core values of the organization.
- Managing student and staff activities (typically via remote / virtual communication) to ensure timely and successful completion of projects.

Human Resources Planning and Management

- Maintaining a positive, healthy, safe and legally compliant work environment.
- Overseeing the implementation of UAEM's human resources policies, procedures and practices, including staff performance management and evaluation.
- Recruiting staff with the right background and skillsets to help further UAEM's mission.
- Ensuring appropriate orientation and training for new staff members, and advising and mentoring staff to improve performance.
- Supervising hiring, training, and management of student interns.

Financial Planning, Management and Development

- Working with UAEM staff and the Finance Committee of the Board of Directors to prepare comprehensive annual budgets.
- Working with fundraising staff and the Board to maintain and expand UAEM's income from grants, individual donors, and other sources.
- Administering UAEM's funds in accordance with the approved budget.
- Monitoring the cash flow of the organization and providing the Board with monthly reports on the revenues and expenditures of the organization.

- Ensuring that sound bookkeeping and accounting procedures are followed, and that UAEM complies with tax obligations and all relevant regulations.

Community Relations/Advocacy

- Establishing good working relationships and collaboration with NGOs, funders, policymakers, and other stakeholders to help achieve the goals of UAEM.
- Communicating with UAEM stakeholders to keep them informed of UAEM's work.
- Identifying trends, changes or new developments in the communities served by UAEM.

Risk Management

- Identifying and evaluating risks to the organization's people (volunteers, staff, interns, managers and directors), property, finances, goodwill, and image.
- Implementing measures to control and manage risks.

DESIRED QUALIFICATIONS AND SKILLS

Strong preference for at least 5 years of relevant professional experience, and/or a graduate degree in a relevant field in combination with professional experience. (We will consider exceptional candidates who do not meet these requirements but otherwise demonstrate a strong combination of the specific qualifications and skills described below.)

Leadership Experience

- Significant work experience with a clear record of leadership.
- Experience managing multiple tasks and budgeting time and resources appropriately.

Management Experience and Excellent Interpersonal Skills

- Demonstrated experience with financial management, budgeting and oversight.
- Experience managing both staff and unpaid volunteers (ideally including student organizing experience).
- Excellent people skills, including networking, organizing, negotiating, and inspiring.
- Sensitivity to dynamics of international and cross-cultural collaboration.

Commitment to Activism and Advocacy

- Demonstrated commitment to activism and advocacy, with experience organizing around issues of social justice and/or health equity.
- Great enthusiasm for training the next generation of global health leaders.

Excellent Communication Skills

- Strong writing skills in a variety of formats – from policy documents to media materials to daily email outreach – with close attention to detail.
- Ability to translate complex topics into clear terms both verbally and in writing.

Flexibility

- Ability to work collaboratively with students, often on student hours.
- Ability to travel frequently (approximately 15% of the time), both in U.S. and overseas.

TO APPLY

Please send a cover letter, resume, and writing sample (light or no editing, substantially your own work) to hire@essentialmedicine.org. **Please reference “Executive Director” in the subject of the email.** You may also include three professional references.