



About the Alliance for Regenerative Medicine

The Alliance for Regenerative Medicine (ARM) is the leading international advocacy organization dedicated to realizing the promise of regenerative medicines and advanced therapies. ARM promotes legislative, regulatory, reimbursement and manufacturing initiatives to advance this innovative and transformative sector, which includes cell therapies, gene therapies and tissue-based therapies. Early products to market have demonstrated profound, durable and potentially curative benefits that are already helping thousands of patients worldwide, many of whom have no other viable treatment options. Hundreds of additional product candidates contribute to a robust pipeline of potentially life-changing regenerative medicines and advanced therapies. In its 12-year history, ARM has become the global voice of the sector, representing the interests of 425+ members worldwide, including small and large companies, academic research institutions, major medical centers and patient groups.

POSITION TITLE:

Manager, Public Affairs – this is an exciting opportunity for the right professional to support ARM's global communications and to help change the healthcare paradigm.

COMPENSATION:

Based on experience. Health, dental & vision insurance + 401(k).

LOCATION:

Position is full time and based in Washington, D.C. There may be some domestic and international travel (5%).

POSITION OVERVIEW:

The Manager, Public Affairs will report to the Director of Public Affairs and collaborate with him to develop, drive and tactically execute ARM's global communications efforts. This role will also work closely with the Senior Vice President of Global Public Affairs and colleagues in the US and Europe across a range of functions. The position will play an integral role in helping ARM tell the story of the sector and the organization in a variety of formats and forums.

RESPONSIBILITIES:

- Support the Director of Public Affairs in executing a global communications strategy that is integrated with the organization's broader public affairs goals.
- Manage ARM's day-to-day social media presence under the strategic guidance of the Director of Public Affairs, including developing and maintaining an editorial calendar, authoring

original content posts and designing appropriate graphics, engaging with key influencers online, and developing social media kits for ARM's events.

- Track industry and ARM member news, and ARM initiatives and activities, and write and disseminate ARM's weekly technology newsletter and monthly member newsletter
- Partner with Director of Public Affairs to establish a thought leadership program and perform preliminary research and assessment of speaking and media opportunities in the US and Europe
- Assist in the compilation of relevant industry data and statistics and in building narratives around data and trends to support ARM's thought leadership globally.
- Lead the development and writing of ARM's sector reports showcasing sector data, key trends, and ARM initiatives
- Develop compelling PowerPoint presentations that leverage industry data in support of speaking engagements for ARM's senior leadership, ARM Board meetings and global events, and meetings with policymakers and other key stakeholders
- Organize, draft content for, and manage execution of quarterly Public Affairs Town Hall events and work with Events team on logistics and promotion
- Provide editorial input for other ARM events, including agendas for Meeting on the Mesa and Meeting on the Med
- Consistently update and maintain ARM's website and lead the evolution of the website in line with industry trends and best practices.
- Support the Director of Public Affairs in developing press releases and media statements.
- Work closely with ARM's global communications agencies in partnership with the Director of Public Affairs.

SKILLS & EXPERIENCE:

- 5-7 years' experience in communications, public relations, or journalism.
- Exceptional verbal and written communications skills (writing samples to be requested).
- Experience and expertise in social media writing style, strategy and tactics.
- Experience in healthcare, life sciences, or public health, and/or with a membership-based organization preferred.
- Familiarity and comfort working with data and analytics.
- Seeking energetic, go-getter – accomplished in seeing around corners & making things happen. Team player who lives and breathes collaboration.
- Adept at translating complex healthcare terminology into easily understandable information for policymakers.
- Exhibits calm under pressure and when working against deadlines.
- Demonstrates highly professional demeanor and excellent interpersonal skills
- Takes initiative and is a quick learner
- Proficient in Word, Excel and PowerPoint
- BS/BA required; MS/MA/MBA preferred