



**Position Title:** Program Director, Pediatric & Rare Liver Diseases  
**Position Type:** Full Time  
**Reports to:** VP, Liver Health Programs  
**Location:** Remote

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Do you want to work for the most effective nonprofit in patient advocacy and join a truly dynamic team impacting the healthcare landscape? What about a chance to make a difference in the lives of over 100 million patients who live with liver disease globally? We are hiring a Program Director in Pediatric & Rare Liver Diseases to help with research and program elements. If you have an entrepreneurial spirit and a deep commitment to advancing creative and thoughtful solutions to improve the lives of those affected by liver disease, we want to hear from you.

The Global Liver Institute (GLI) is a 501(c)(3) nonprofit organization headquartered in Washington, D.C. Our mission is to improve the lives of individuals and families impacted by liver disease by promoting innovation, encouraging collaboration, and scaling optimal approaches to help eradicate liver diseases. GLI has grown from a social impact start-up to an international nonprofit with an expanding list of programs and initiatives serving patients and the liver health community. We strive to attract and retain diverse talent because we know a truly inclusive and equitable workforce will help us one day realize our vision: for liver health awareness to be universal and for liver disease to take its proper place on the global public health agenda consistent with its prevalence and impact.

**Position Summary:**

The Program Director of Pediatric & Rare Liver Diseases is responsible for leading and overseeing the department's activities, driving strategic campaigns, adapting to industry changes, managing stakeholder relationships, coordinating with other departments, planning events, fostering collaboration, and exhibiting a balanced, leadership style. This role plays a crucial part in advancing the organization's mission and impact within the pediatric and rare liver diseases domain.

Responsibilities include developing and implementing a department strategy, building strong relationships with industry stakeholders, collaborating on activities and events, providing logistical support for meetings, and reporting to the Vice President of Liver Health Programs.



## **Essential Functions & Responsibilities:**

### Leadership and Department Oversight:

- Lead and guide the Pediatric & Rare Liver Diseases (PRLD) department.
  - Understands scientific and business landscape and creates opportunities in rare liver disease space, pediatric business, science, medicine, pharma, regulatory; briefs team
- Provide strategic direction and supervision to the Pediatric & Rare Liver Diseases Council.
  - Manages PRLD Council from Chair to junior staff; designing and moderating meaningful and engaging meetings quarterly
  - Recruits new members, orients them in to group, engages them in a project(s), leverages their insights and networks
  - Retains existing members, knowing their needs, alignment and defines what successful engagement looks like for them

### Strategic Campaign Management:

- Oversee the strategic planning and execution of the annual #RareAware month-long awareness campaign in close collaboration with the communications
  - Programmatic elements may include in person and/or virtual components
- Ensure campaign objectives are met and align with organizational goals.

### Adaptive Expertise:

- Stay updated on evolving trends in pediatric and rare liver diseases.
- Adapt strategies and approaches to accommodate ongoing changes in the field.

### Strategic Action Plans:

- Develop, monitor, and manage strategic action plans in alignment with the organization's initiatives and communications program.
- Works closely with policy consultants on developing and advancing policies that benefit PRLD patients, and families

### Stakeholder Engagement:

- Establish and nurture relationships with stakeholders within the pediatric and rare liver diseases domain.
- Recruits and identifies opportunities for GLI's Advanced Advocacy Academy (A3) and A3 graduates for PRLD participants

### Interdepartmental Coordination:

- Collaborate with other GLI departments to ensure seamless cross-functional coordination.
- Creates and tracks strategic plan and budget for Department; work with Director of Strategic Partnership on fundraising plans/concepts specific to PRLD
- Share insights and coordinate efforts to achieve organizational goals.



**Event Planning and Management:**

- Plan and oversee program-related events, including handling contracts and budgets.
- Ensure successful execution of events that align with the department's objectives.

**Collaborative Leadership:**

- Assume a leadership role in bringing various entities together within the field.
- Foster collaboration and unity among diverse stakeholders that contribute to the growth and impact of the department.

**Qualifications:**

- *Bachelor's degree required, Master's degree or PhD highly preferred*
- 7+ years of work experience, 2+ years of management/supervisory experience required
- Must be able to demonstrate knowledge of key issues, challenges, and actors in pediatric, genetic, rare and/ or autoimmune ecosystems; clinical research or regulatory experience is a plus
- Ability to anticipate and plan for potential issues, threats, and concerns regarding our program sustainability as well as address emerging issues immediately
- Outstanding interpersonal skills and ability to work collaboratively within a team on a wide array of projects and the ability to effectively communicate and collaborate with individuals from cultural and diverse backgrounds.
- Superior communication, organizational and budgeting skills; excellent writing and presentation skills
- Ability to travel, as needed (both domestic and international) - approx. 20% primarily to relevant conferences
- Excellent strategic thinking skills and successful record of aligning plans to an organization's overarching strategic imperatives
- Strong computer skills with proficiency in MS Office/365 Suite and Google Workspace.

**Benefits Information:**

- Medical/dental/vision insurance
- Employee assistance program
- Office closed on Federal holidays. We also close the office the week of American Thanksgiving and the last two weeks of December.
- Flexible paid time off (personal, sick, vacation) dependent upon advanced planning, employee discretion and approval of the employee's supervisor.
- Annual Salary Range: \$100,000 - \$120,000 depending on experience.

**How to apply:**

Please send the following document(s) to [hire@globalliver.org](mailto:hire@globalliver.org) with "Director, Peds & Rare" in the subject line.

1. A letter of interest describing relevant job experiences as they relate to listed job



- qualifications and interest in the position
2. Curriculum vitae / Resume

*Due to the high volume of applications we receive, we are only able to respond directly to candidates with whom we wish to move forward in the interview process.*

*Equal Opportunity Employment: Global Liver Institute is an equal opportunity employer and affirms the right of every qualified applicant to receive consideration for employment without regard to race, color, religion, sex, gender identity or expression, national origin, sexual orientation, genetic information, disability, age, ancestry, military service, protected veteran status, or other groups as protected by law.*