Job Description: Executive Director, UAEM North America

Universities Allied for Essential Medicines (UAEM) North America, a U.S. 501(c)(3) organization, seeks a new Executive Director. As a non-profit organization rooted in a movement of university students, UAEM aims to:

- Promote equitable access to medicines and other health technologies by changing norms and practices around university patenting and licensing;
- Ensure that university and publicly-funded biomedical research meets the needs of the majority of the world’s population; and
- Empower students across universities to respond to the crisis of inequitable access to the fruits of biomedical research at their own institutions as well as nationally and globally.

Since its founding in 2001, UAEM has grown into an international network of students in medicine, law, public health, and related fields with chapters across university campuses in 15 countries. The Executive Director is responsible for:

- successfully fundraising through grants and engagement of donors to ensure the sustainability of UAEM student-driven campaigns and operations;
- strategically coordinating and directing UAEM’s student-driven global and public health advocacy activities in North America,
- managing all non-profit operations under the guidance of the North American Board of Directors and UAEM’s long-term strategic plan; and
- collaborating with other organizations and partners within the access to medicines movement and aligned areas.

The Executive Director 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 and public health leaders. The Executive Director also works in collaboration with the Executive Directors of UAEM Europe and UAEM Brazil.

The Executive Director will be expected to bring or quickly develop expertise in UAEM’s key areas of activity, particularly issues and concepts at the intersection of public health, global health, intellectual property policy, and biomedical research and development. The ED must have proven leadership skills and a commitment to UAEM’s core goals. The ideal candidate will have the energy and ability to tackle a wide range of critical tasks, from engaging donors to conceiving creative advocacy campaigns and drafting policy proposals – 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.

The position is fully remote. In addition to managing the activities of UAEM’s network via conference calls, web communication, and virtual meetings, candidates should be prepared to spend ~10% of their time traveling, including to university chapters and internationally.
The salary range is $85,000 - $95,000 and a competitive benefits package, depending on experience, budget, and qualifications.
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 the 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 conduct 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.

**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 Committee and the Board to maintain and expand UAEM’s income from grants, individual donors, and other sources.
- Seeking and preparing strategic grants to ensure that UAEM activities are well-supported.
- 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.

**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 the 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 fulfillment 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.

**Community relations/advocacy**

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

**Risk management**

- Identifying and evaluating risks to the organization’s people (clients, staff, management, volunteers), property, finances, goodwill, and image.
- Implementing measures to control and manage risks.

**Desired Qualifications and Skills**

- 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
  - A 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 grant applications 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 when students are available, which includes evenings and weekends.
- Ability to travel frequently (approximately 5-10% of the time), primarily in the U.S. and occasionally, overseas.
- Strong preference for at least 5 years of professional experience, including at NGOs, 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 qualifications and skills described above.

**To Apply**

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