

## POSITION DESCRIPTION

**JOB TITLE:**            **Manager, Communications**  
**STATUS:**               **Exempt**  
**REPORTS TO:**       **Chief Advocacy Officer**

## ORGANIZATION

As recently as the 1990s, women were routinely excluded from medical research and there was a profound lack of awareness that health conditions and treatments affect women and men differently. The Society for Women's Health Research (SWHR) led the way to making women's health a national priority, forever changing how medical research is conducted.

Based in Washington, DC, SWHR is a national nonprofit organization and recognized leader with a mission to promote research on biological sex differences and improve women's health through science, policy, and education. SWHR's Science Programs identify research gaps and address unmet needs in diseases and conditions that disproportionately or differently affect women. Our programs convene and leverage the knowledge of our Science Networks – diverse groups of researchers, clinicians, patients, and other health care leaders with expertise in a specific disease or topic important to women's health.

## POSITION SUMMARY

SWHR is seeking an experienced, intellectually curious, and dynamic professional to assume the role of Communications Manager. Both an action-oriented strategist and self-starter, the Communications Manager will play a key role in developing, implementing, and maintaining SWHR's website, blog, social media channels, educational materials, and various internal and external outreach.

A strong candidate for this position will be an exceptional writer and creative thinker who is capable of wearing multiple hats. They will support SWHR's science, policy, educational, and development efforts and should therefore be skilled at working with staff, vendors, and scientific advisors to create compelling materials while simultaneously maintaining a vibrant, high-quality online presence. The Communications Manager will also be responsible for helping to implement a media strategy for SWHR, including but not limited to identifying media opportunities, developing media metrics and preparing media activity reports, and assisting with media outreach. They should possess a long-term vision for the communications function that integrates and supports SWHR's science, policy, advocacy, educational, and development efforts.

## ESSENTIAL RESPONSIBILITIES

- In consultation with the Chief Advocacy Officer, develop, implement, and manage a strategic communications plan that drives SWHR's objectives and strengthens the organization's reputation. Measure and report on results.
- Direct and oversee communication activities, including branding, messaging, and engagement, that effectively describe and promote SWHR and its science programs and policy priorities.

- Maintain the SWHR website to enhance organization and accessibility, ensure it is up-to-date and reflects SWHR's programs and activities.
- Develop, write, edit, and distribute blogs, e-newsletters, press releases, statements, and other communications.
- Manage SWHR's social media presence in coordination with relevant staff.
- Manage the Twitter account for the *Biology of Sex Differences* journal and interface with the journal's Editorial Board.
- Monitor and report on media, website, email, and social media metrics.
- Develop and maintain productive relationships with members of mainstream, political, and trade press, as well as relevant partner organizations.
- Maintain the organization's editorial calendar and contribute to editorial planning by identifying and pitching content relevant to carrying out SWHR's mission.
- Cultivate relationships with marketing- and communications-related staff, consultants, vendors.
- Works collaboratively with the Science, Policy, and Development Departments to design and distribute SWHR deliverables and materials.
- Other duties as assigned.

## QUALIFICATIONS

- Bachelor's degree in communications, marketing, journalism, public affairs, English, or related field preferred.
- 3-5 years of experience as a full-time communications, marketing, or public relations professional with demonstrated success.
- Proven success designing and executing marketing and communications strategies and campaigns.
- Outstanding verbal and written communication skills (framing, grammar/spelling, editing, proofreading), including demonstrated ability to write on complex topics for different audiences.
- Experience with membership organizations, trade associations, nonprofits, and/or agency experience a plus.
- Experience in health and/or science communications strongly preferred.
- Excellent project management and organizational skills and ability to meet deadlines.
- Sincere commitment to work diplomatically and collaboratively with all constituent groups, including staff, board members, and other partners.
- Desire to be part of an evolving organization and contribute to its growth.
- Technical skills, including Adobe Creative Suite, WordPress, Constant Contact, and basic HTML an asset.
- Exceptional attention to detail and an eye for design.



- Familiarity with email marketing systems, content management systems, and the ability to learn new programs quickly.

### **TO APPLY**

Please submit a cover letter, indicating your interest in women's health and sex differences research, resume, two writing samples to [jobs@swhr.org](mailto:jobs@swhr.org). Please use the following format for the file name and subject line: "Last Name\_Communications Manager." No phone calls please.

Only candidates selected for interviews will be contacted. Competitive salary commensurate with skills and experience. Excellent medical, dental, vision, and other benefits provided. This is a full-time, salaried position based in Washington.