



NEUROENDOCRINE TUMOR RESEARCH FOUNDATION

DEDICATED TO CURING NEUROENDOCRINE CANCER

Director of Communications

Position Overview

The Neuroendocrine Tumor Research Foundation (NETRF) is seeking a motivated, creative, collaborative, results-focused communications professional to join a fast-paced team. The Director of Communications will lead the development and implementation of digital and traditional communications to support the mission and goals of NETRF, a highly specialized and well-known foundation focused on research into an uncommon cancer. The Director will join a cohesive team in a financially stable and organizationally sound foundation.

The Neuroendocrine Tumor Research Foundation's mission is to fund research to discover cures and more effective treatments for neuroendocrine cancer, an uncommon and underfunded cancer. NETRF is the largest private funder of neuroendocrine tumor research in the United States. Since its inception in 2005, NETRF has awarded more than \$30 million in research grants to scientists at renowned research institutions around the world.

The Director of Communications is responsible for advancing NETRF's presence within the public, patient, and scientific communities, expanding social media engagement, and creating compelling communication strategies for fundraising, research, and patient education programs. The Director will also manage a group of outside contractors such as website consultants, graphic designers, videographers, and podcast producers. Reporting to the CEO, the Director will demonstrate an ability to lead as well as to be hands-on to get the job done. Strong candidates will have nonprofit, healthcare, or science backgrounds and must be able to think strategically and write effectively for multiple audiences.

Responsibilities

Communications and Marketing Planning and Implementation

- Develop annual communications and marketing plans in coordination with NETRF staff to achieve the goals of the organization and leverage messaging, resources, existing communications assets, and established partnerships.
- Oversee NETRF's web and digital assets including strategy, content development, site development, SEO, privacy compliance, branding and analytics, through NETRF's agency partners.
- Develop and maintain data dashboards to measure and report effectiveness of NETRF communications and marketing.
- Ensure that communication and marketing activities are timely and within budget.

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Your daily work will include:

- Develop and implement concepts for infographics, annual reports, presentations, online graphics, flyers, etc. for digital and hard-copy production, in collaboration with staff and outside designers.
- Serve as the organization's webmaster, with the ability to update the site to post new blogs, articles, updated research, events, etc, as well as assign tasks to our website developers.
- Manage planning and production of NETRF's monthly eUpdate newsletter by driving the editorial calendar, developing content, designing the issues, and overseeing the posting and distribution.
- Utilize social media platforms to promote NETRF and engage our online communities.
- Develop and implement messaging strategies, graphics and proposals for review and approval by the Development staff that will highlight and promote their fundraising appeals and stewardship activities.
- Assist in preparing scientific or medical information in accessible language for patient and family audiences, in collaboration with the Director of Research, grantees, and team members.
- Create promotional and digital materials to support patient education conferences and scientific symposia.

Qualifications

- 5-10 years' relevant experience in communications, and marketing.
- Experience in a nonprofit, scientific or medical environment is preferred.
- Minimum of Bachelor's Degree in a related field.
- Demonstrated ability to think strategically, creatively, and collaboratively, as part of a team.
- Demonstrated ability to prioritize projects, meet deadlines, delegate tasks, and manage budgets.
- Must possess excellent writing, presentation, and interpersonal skills.
- Demonstrated experience and proficiency in digital communication channels and marketing, including Google Ads, Facebook, YouTube, Emma or similar, etc.

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- Demonstrated proficiency in Microsoft Office, Adobe or Canva, WordPress, Trello or similar tools.
- Demonstrated proficiency in data and analytics to measure and evaluate the impact of communications and marketing efforts.
- Must have an interest and aptitude to learn about neuroendocrine cancer and developments in cancer research.

Salary and Benefits

Salary is commensurate with experience. This is an exempt position with benefits including medical/dental, 401K plan, flexible spending account, paid vacation and holidays, and professional development funds. While we are based in Boston, work from home is possible and candidates from outside the Greater Boston area will be considered. Periodic travel to NETRF events and conferences will be required.

NETRF is an equal opportunity employer. NETRF values diversity and encourages applications from individuals of diverse backgrounds and experiences.

Application Process

Please contact Elyse Gellerman, CEO, at Elyse.Gellerman@netrf.org to submit your resume and cover letter. **We also request two writing samples.**

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