

Executive Director

WORLD BLADDER CANCER PATIENT COALITION

JOB
VACANCY

Until now there has been no organization to speak as the global voice of people affected by bladder cancer and the organizations which represent them.

Representatives of national bladder cancer organisations recognised this unmet need and have worked together to found a new organisation, the “World Bladder Cancer Patient Coalition”. This organisation is legally incorporated in Belgium as an “*Association internationale sans but lucrative*” (International non-profit association).

The mission of this organisation is to:

- **Foster an international community of people affected by bladder cancer and cooperation among national bladder cancer organizations**
- **Advocate for access to the best possible bladder cancer information, policy, support, and care**
- **Build alliances with health professionals, policy-makers, academics, researchers, and industry**

This organisation is governed by a board of directors, composed of people diagnosed with bladder cancer, carers of people with bladder cancer or those engaged with national bladder cancer organisations at a high level.

The organisation is now looking to hire an Executive Director as its first staff member. This staff member would be working remotely, with regular videoconferences with the Board and other bladder cancer patient organisations.

JOB OBJECTIVE

The Executive Director is responsible for delivering all of the organisation’s activities. Primary responsibilities include supporting national bladder cancer patient organisations, fundraising, collaborating with stakeholders and building relationships with sponsors, project management, financial management, communications and supporting the board of Directors.

MAIN TASKS

- Develop and implement an annual prospectus describing planned activities and projects for funding submission to existing and potential sponsors
- Oversee, collaboratively with the board of directors, fundraising activities and build relationships with potential sponsors and funders
- Work with the board of directors to organize meetings, set agendas, prepare minutes and implement strategies and act as recording secretary
- Deliver all the projects/programs of the organisation
- Represent the organisation to external audiences, including online and face-to-face meetings
- Increase awareness about the organization through developing and executing a communications plan
- Enhance the organizations website and oversee the social media channels
- Produce press releases, awareness campaigns, and capacity-building toolkits
- Collaborate with new and existing bladder cancer patient organisations to maintain a strong base and grow the membership of the coalition
- Help to establish common interests/issues among patient groups world wide and develop a plan to address them
- Work with the board to develop organizational policies and procedures and ensure good governance
- Create systems to store official records and documents and to ensure all governmental filings or reports are made on a timely basis

continued overleaf >

The new global voice of people affected by bladder cancer

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MAIN TASKS (continued)

- Oversee all financial assets, and ensure that auditable accounting system is in place
- Ensure good risk management and that the organization is complying with all legal and government regulations

SKILLS and QUALIFICATIONS

Required

- Ability to work independently in a virtual organisation
- Ability to work with people from diverse backgrounds
- Good understanding of budget planning and oversight
- Strong written and verbal English communication skills
- Demonstrated professional experience in utilization of social media
- Knowledge of technical software and online programs such as cloud storage systems, content management systems, graphical design programs, Microsoft Office, electronic newsletter software, online scheduling systems, online meeting software and online survey systems.

Desirable

- Masters of Communications, Public Relations, or Business Administration (or equivalent experience)
- Experience in influencing health policy and leading advocacy
- Experience working with umbrella organisations
- Experience writing press releases, reports and newsletters
- Experience planning international events
- Demonstrated experience planning and implementing awareness campaigns
- Understanding of other languages such as Arabic, Chinese, French, Russian or Spanish

Preferred

- At least five years of experience in an organisational leadership role

POSITION

This is a full time, virtual position. The Executive Director should be available to travel to Brussels and abroad several times per year.

Please send your detailed CV, accompanied by a motivation letter, salary expectations, and notice period not later than Tuesday 30 April 2019 to info@worldbladdercancer.org