



# BRIGHT International

## VOLUNTEER JOB DESCRIPTION

**Job title:** Director of External Affairs

**Non-paid position**

**Part-time**

BRIGHT International is a health innovation think tank that is a registered not-for-profit corporation in Canada. We focus on the rapidly expanding, yet still nascent field of translational medicine. The organization conducts research into the gaps that prevent scientific innovation from benefiting the broader populations in the world, and we are one of the few organizations focused on understanding the unique circumstances that shape the healthcare system across different nationalities and cultures, with active chapters across several continents.

*The Director who manages the external affairs plays a fundamental role as this individual will liaise with the key stakeholders outside of the organization, including well-known researchers and professors, industry experts, and funders of the work the organization does.* This means that we need an individual who can effectively manage relationships with high-profile individuals, building out not only their own network, but also the network of BRIGHT International, making us a stronger organization that is able to affect even greater change in the world around us. We are looking for someone who is as passionate as our current team, and who can represent us well.

To learn more about our team and leadership, you can see the profiles of our other directors and our advisors on our website, <https://brightinternational.org/>.

### **Description:**

- **Reporting to:** Board of directors
- **Responsibility for others:** No
- **Length of term:** 2 years
- **Location:** Board Meetings are held via teleconferences.
- **Overall purpose of the job:** To connect BRIGHT International with relevant partners and oversee public affairs.



# BRIGHT International

## Key activities:

### **Public affairs:**

- Manages high-level relations with any consultant groups required for research and operations
- Assists in advising on branding and presentation of BRIGHT International to third parties

### **Network building:**

- Investigates and plans possible partnerships with other research translation-based groups or companies
- Collaborates with the Director of Promotion and Advocacy to promote organization initiatives by connecting, engaging, and partnering with external organizations and stakeholders

### **Business development:**

- Plans and executes proposals to potential public and corporate sponsors for funding

## Job specifications:

Criteria	Essential	Desirable
Qualifications/Attainments	<ul style="list-style-type: none"><li>• Minimum bachelor's degree</li></ul>	<ul style="list-style-type: none"><li>• Law, Business, Public or Health Policy, Public Health or related field preferred</li></ul>
Relevant Experience	<ul style="list-style-type: none"><li>• Public relations, public policy or business</li></ul>	<ul style="list-style-type: none"><li>• Writing positions papers</li><li>• Interacting with teammates of diverse backgrounds</li></ul>
Skills and competencies	<ul style="list-style-type: none"><li>• Very good English proficiency</li><li>• Strong organization skills</li><li>• Team player</li><li>• Excellent oral and written communication skills</li></ul>	<ul style="list-style-type: none"><li>• Fluency in other languages</li></ul>

**How to apply:** Please send a curriculum vitae, a thoughtful cover letter, and the volunteer application form to [recruitment@brightinternational.org](mailto:recruitment@brightinternational.org)

The application deadline is **March 17<sup>th</sup>, 2019.**