



Executive Coordinator for Strategic Initiatives

Trudeau Institute's mission is to safeguard human health and combat 21st century global health crises, from the rise of drug-resistant TB to the peril of emerging pandemic viruses. Trudeau Institute's scientists spearhead urgent biomedical research innovation together with its national and international R&D partners to target these infectious diseases. The institute's been an international leader in this work since 1884, when Edward Livingston Trudeau opened an innovative tuberculosis treatment center and the first American laboratory solely dedicated to tuberculosis research.

The President's office seeks a resourceful, collaborative and highly articulate individual – bringing both depth and experience in agile program management for fast-paced strategic initiatives, as well as superb strategic communication skills.

Primary Responsibilities

- Assist the President in organizing strategic initiatives from inception to implementation—facilitating cohesive cross-functional team building and operations, defining objectives in phases, devising action plans, monitoring midstream decision points and adeptly guiding focus and execution
- Deliver concise, consistent, and timely communication as both a facilitator and as a resourceful coordinator within the scientific and operational program teams and across the organization
- Provide highly efficient and timely facilitation to the President to smoothly manage the flux of decisions and supporting documents as required for strategic initiatives in the portfolio of the President's Office
- Coordinate strategic communications from the President's office: manage media and VIP opportunities including scheduling, talking points, presentation materials, and follow up strategies
- Assist the President in top-tier fundraising projects and events
- Coordinate and develop the Institutes' strategic communication materials: serve as a hub within the team and coordinator of promotional materials, whether via brochures, social media, website; and contribute in the team as an efficient co-writer for both classic and digital media content

Qualifications

- 6+ years related leadership experience in strategic communications and program management
- Results driven, successful track record managing and implementing multifaceted projects and campaigns
- Exceptional verbal, written, and organizational skills including as attuned to VIP stakeholders
- Demonstrated success with creating and optimizing communication materials including digital content
- Facility for assimilating and translating technical concepts
- Keen observer and perceptive listener within the executive and VIP milieu, and for team coordination
- Adroit self-starter who thrives working independently and in collegial endeavors
- Passionate institutional ambassador and relationship builder among diverse stakeholders
- Proficiency in producing appealing high-quality results using Microsoft Office applications
- Bachelor's degree and significant executive level experience required

Contact Kelly Stanyon, hr@trudeauinstitute.org