



**Position Title:** Program Director, Fatty Liver Disease  
**Position Type:** Full Time  
**Reports to:** VP, Liver Health Programs  
**Location:** Remote

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Do you want to work for the most effective nonprofit in patient advocacy and join a truly dynamic team impacting the healthcare landscape? What about a chance to make a difference in the lives of over 100 million patients who live with liver disease globally? We are hiring a Program Director in Fatty Liver Disease to help with research and program elements. If you have an entrepreneurial spirit and a deep commitment to advancing creative and thoughtful solutions to improve the lives of those affected by liver disease, we want to hear from you.

The Global Liver Institute (GLI) is a 501(c)(3) nonprofit organization headquartered in Washington, D.C. Our mission is to improve the lives of individuals and families impacted by liver disease by promoting innovation, encouraging collaboration, and scaling optimal approaches to help eradicate liver diseases. GLI has grown from a social impact start-up to an international nonprofit with an expanding list of programs and initiatives serving patients and the liver health community. We strive to attract and retain diverse talent because we know a truly inclusive and equitable workforce will help us one day realize our vision: for liver health awareness to be universal and for liver disease to take its proper place on the global public health agenda consistent with its prevalence and impact.

**Position Summary:**

The Program Director of Fatty Liver Disease is responsible for leading and overseeing the department's activities, driving strategic campaigns, adapting to industry changes, managing stakeholder relationships, coordinating with other departments, planning events, fostering collaboration, and exhibiting a balanced, leadership style. This role plays a crucial part in advancing the organization's mission and impact within the pediatric and rare liver diseases domain.

Responsibilities include developing and implementing a department strategy, building strong relationships with industry stakeholders, collaborating on activities and events, providing logistical support for meetings, and reporting to the Vice President of Liver Health Programs.

**Responsibilities:**

**Leadership and Department Oversight:**

- Lead and guide the Fatty Liver Disease (FLD) department.
  - Understand the scientific and business landscape, creating opportunities in the fatty liver disease space, including science, medicine, pharma, and regulatory affairs; brief the team accordingly.
- Provide strategic direction and supervision to the Fatty Liver Disease Council.



- Manage the FLD Council, designing and moderating meaningful and engaging meetings quarterly.
- Recruit new members, orient them into the group, engage them in projects, and leverage their insights and networks.
- Retain existing members, understanding their needs and alignment, and define what successful engagement looks like for them.

#### **Campaign Management:**

- Oversee the strategic planning and programmatic management of special initiatives in fatty liver disease in close collaboration with the Communications and Engagement Department teams.
- Ensure program objectives are met and align with organizational goals.
- Develop and maintain program-related contacts including work plans and timelines.
- Develop, monitor, and manage strategic action plans in alignment with the organization's initiatives and communications program.

#### **Research and Program Development:**

- Stay updated on evolving trends in fatty liver disease and related metabolic, hepatology, and oncology fields, becoming knowledgeable in the science of fatty liver disease (e.g., liver fibrosis, inflammation, cirrhosis).
- Adapt strategies and approaches to accommodate ongoing changes in the field.

#### **Stakeholder Engagement:**

- Establish and nurture relationships with stakeholders within the fatty liver disease domain.
- Recruit and identify opportunities for recruitment of patients with FLD to GLI's Advanced Advocacy Academy (A3).

#### **Interdepartmental Coordination:**

- Collaborate with other GLI departments to ensure seamless cross-functional coordination.
- Create and track strategic plans and budgets for the department; work with the Director of Development on fundraising plans and concepts specific to fatty liver disease.
- Share insights and coordinate efforts to achieve organizational goals.

#### **Event Planning and Management:**

- Plan and oversee program-related events, including handling contracts and budgets.
- Ensure successful execution of events that align with the department's objectives.

#### **Collaborative Leadership:**



- Assume a leadership role in bringing various entities together within the field.
- Foster collaboration and unity among diverse stakeholders that contribute to the growth and impact of the department.

**Program Communication:**

- Provide weekly reporting and share new program resources and accomplishments, plans, and needs.
- Work with team members and supply content for communications functions (newsletters, social media, website, articles/blogs, speeches, presentations, etc.).
- Draft specialized program-related content, including brochures and patient education resources.
- Represent GLI in teleconferences and in-person meetings.

**Development and Administrative Support:**

- Provide input into GLI's strategic and program plans.
- Work with team members and supply content for Development functions, including grant solicitation, corporate support, and accountability reporting of supported programs.
- Provide appropriate administrative support and accountability as required.
- Supervise Fatty Liver Disease Program staff and manage interns responsible for supporting assigned programs.

**Qualifications:**

- *Bachelor's degree required, Master's degree or PhD highly preferred*
- 7+ years of work experience, 2+ years of management/supervisory experience required
- Must be able to demonstrate knowledge of key issues, challenges, and actors in pediatric, genetic, rare and/ or autoimmune ecosystems; clinical research or regulatory experience is a plus
- Ability to anticipate and plan for potential issues, threats, and concerns regarding our program sustainability as well as address emerging issues immediately
- Outstanding interpersonal skills and ability to work collaboratively within a team on a wide array of projects and the ability to effectively communicate and collaborate with individuals from cultural and diverse backgrounds.
- Superior communication, organizational and budgeting skills; excellent writing and presentation skills
- Ability to travel, as needed (both domestic and international) - approx. 20% primarily to relevant conferences
- Excellent strategic thinking skills and successful record of aligning plans to an organization's overarching strategic imperatives
- Strong computer skills with proficiency in MS Office/365 Suite and Google Workspace.

**Benefits Information:**

- Medical/dental/vision insurance
- Employee assistance program
- Office closed on Federal holidays. We also close the office the week of American Thanksgiving and the last two weeks of December.



- Flexible paid time off (personal, sick, vacation) dependent upon advanced planning, employee discretion and approval of the employee's supervisor.
- Annual Salary Range: \$100,000 - \$110,000 depending on experience.

**How to apply:**

Please send the following document(s) to [hiring@globalliver.org](mailto:hiring@globalliver.org) with "Director, FLD" in the subject line.

1. A letter of interest describing relevant job experiences as they relate to listed job qualifications and interest in the position
2. Curriculum vitae / Resume

*Due to the high volume of applications we receive, we are only able to respond directly to candidates with whom we wish to move forward in the interview process.*

Equal Opportunity Employment: *Global Liver Institute is an equal opportunity employer and affirms the right of every qualified applicant to receive consideration for employment without regard to race, color, religion, sex, gender identity or expression, national origin, sexual orientation, genetic information, disability, age, ancestry, military service, protected veteran status, or other groups as protected by law.*