



Job Description

Manager of Partnerships and Public Relations

Centre of excellence on aging and chronic disease (CEViMaC) - McGill University
Sir Mortimer B. Davis Jewish General Hospital, Room E-0078.1
3755 chemin de la Côte-Sainte-Catherine, Montréal, QC H3T 1E2, Canada

Under the responsibility of the Director of CEViMaC

This position comprises:

PARTNERSHIP MANAGER

- to initiate and implement institutional and private partnerships, generate research initiatives and funding on human longevity and chronic disease
- to coordinate and complete the realization of partnerships and projects
- to manage all partnerships financial, organizational and managerial aspects
- to participate in defining CEViMaC strategic objectives and development perspectives on economic and institutional partnerships at a local, national and international levels.

PUBLIC RELATIONSHIP MANAGER

- to promote and publicize the objectives, accomplishments and projects of the CEViMaC in Quebec, Canada and worldwide: press relations, public relations, mass communication, digital and social media, web...
- to coordinate training and informational activities, conferences and events
- to imagine, create and implement innovative ideas to enhance the visibility of the CEViMaC in Quebec, Canada and worldwide
- to create and animate a Canada-wide network, involving economic partners, associations, researchers, communities and public figures on human longevity and aging.

Activities

> Public and Private Partnership Management

- Definition, redaction and setting-up of partnership strategy and a R&D program, aiming to ensure the CEViMaC profitability: clinical research projects, professional and general public trainings, business development, events, cultural actions...
- Identification, signing and management of private and public partnerships and sponsorships
- Seeking private and institutional partners to fund and support all events and research projects
- Negotiation and interface with partners and sponsors
- Responsible of the ongoing partnerships linked recruitments
- Management of HUMAN RESOURCES and team issues during the projects
- Creation and animation of a CEViMaC network involving economic partners, associations, researchers, communities and public figures interested in the topic of longevity and chronic disease
- Negotiation and interface with clients and subcontractors
- Coordination of responses to calls for projects
- Operating private exploitation of research products and services related to CEViMaC research activities

> Public Relations and Communications

- Management and piloting external and internal communications, media relations, events...
- Writing: press releases, leaflets, flyers, mailings, newsletters and magazines, etc. (Fr + En)
- Editing and rewriting of all documents and scientific publications (Fr + En)
- All events organization and management: conferences, congress, professional training (general public, communities and professionals)
- Digital communication strategy: website management, community, digital and e-reputation management (Fr + En)

- CEViMaC representation during congress, symposiums, conventions, etc.
- Communication advisory to the CEViMaC Director

> Temporary - Full time position

- 35 hours/week, 5 days/week
- 3 years

Study level and diplomas

- Master level in PR & Communications
- University diploma in Gerontology

Required experience

- 5 years at a similar position
- 15 years in a PR & Communications position + Partnerships development
- 5 years in commercial activities and marketing on seniors and aging
- Vast experience in creating and organizing leading scientific/cultural events

Required skills

- Strong experience and knowledge in PR & Coms on human aging and longevity
- Extensive knowledge of fast-paced start-up environment
- High-level sales and marketing skills
- Knowledge of IT & digital tools: Microsoft Suite, Photoshop, email messaging, Muse, WordPress, Facebook, Twitter...
- Strong working knowledge of human longevity, products and services for seniors
- Strong interpersonal and networking skills
- Great interest in gerontology and aging
- Organizational skills
- Must be a team player
- Strong writing skills and expertise on scientific popularization (Fr + En)
- Strong stress management abilities
- Developed analytical sense
- Multitasking ability
- Comfortable in a variety of roles
- Participative and natural leadership and HR management
- Forecasting competency
- Worldwide mobility
- French +++, English ++

Location

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3755 chemin de la Côte-Sainte-Catherine, Montréal, QC H3T 1E2, Canada
Tel: (+1) 514-340-8222, # 4765

Salary

\$80 000 including benefits

Contact Person

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