



THE AMERICAN ASSOCIATION OF
IMMUNOLOGISTS

Director of Communications

The American Association of Immunologists (AAI), a non-profit professional biomedical research association, seeks an experienced, motivated and creative individual with strong writing, editorial, management, and organizational skills to lead the AAI Communications Department. This person will support the Executive Director and other senior staff in the development of materials (print and online) for member communications and the promotion of AAI programs, initiatives, and mission.

The Director of Communications (DC), with the department staff, oversees the development, review and editing of material for the production of AAI publications to ensure compelling content, consistent quality, and timely release. Responsibilities include initiating content and developing articles for a bimonthly Newsletter including engaging sources and authors; overseeing the development of the scientific program book and abstract publication for a large annual meeting; and creating brochures, ads, and other marketing materials. DC oversees all aspects of the production of these materials and publications. The DC also prepares correspondence as required. DC works with designers to develop pieces with distinctive artistic appeal, and reviews and edits submitted materials for clarity and adherence to standard usage (Chicago Manual of Style or similar). The DC oversees development of content as well as the integrity and timeliness of postings to the AAI websites and social media. The Communication Department fields inquiries from press, other professional societies, government agencies, and sponsors. The DC shall develop and maintain a media relations program that features AAI members and their research, as well as newsworthy findings published in AAI journals and presented at the annual meeting. The DC oversees contractors involved in the production process including, but not limited to, designers, printers, and mail houses. Candidates must have experience in creating RFPs and overseeing the bid process to completion. DC develops, in coordination with the Director of Finance and other senior staff, departmental budgets.

Experience Required

A minimum of seven years of successfully managing professional communications activities/initiatives including overseeing the production of magazines/newsletters is required. Successful candidates must have five or more years as a director or in senior-level administrative management. Candidates must have proven editorial and writing experience, and ability to manage the production process from assigning and editing written materials, to design, layout, printing, and delivery. Candidates should have experience working with Web designers to create effective Web communications. Strong writing and proofing skills required, as well as knowledge of standards of the usage of

English and rules of grammar (CMS or equivalent). Candidates must have had supervisory experience, and experience working with contractors. Previous publications and writing samples will be required. Must be skilled at multitasking, prioritizing, managing time efficiently, and meeting deadlines. Experience in non-profit or professional associations, especially biomedical research-related, a plus.

Education Required

Bachelor's required; graduate degree a plus. Successful experience in similar position more important than the field in which degree is granted. Background in biomedical field a plus.

Application Process

To view a complete job description and to apply, please visit this site:

<http://www.faseb.org/employment>

Qualified candidates should submit a cover letter with resume, writing sample and salary requirements (Applications should not go directly to AAI.)

AAI offers competitive salary and a comprehensive benefits package. Beautiful office located close to metro stations and on major bus routes. Free parking or transportation subsidy available.

EOE

