

PYXIS PARTNERS  
PATHWAYS TO PROGRESS

## Director, Engagement Network

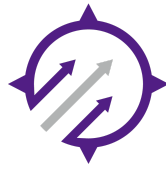
Pyxis Partners, a Washington, DC based health advocacy consulting firm, seeks a full-time Director, Engagement Network to join our team that supports the National Institutes of Health (NIH) All of Us Research Program. All of Us is a historic effort to gather data from one million or more people living in the United States to accelerate research and improve health. Our team's work is focused on ensuring that the All of Us participant community is reflective of the diversity of the U.S. We do this by reaching, educating and motivating communities historically underrepresented in biomedical research – directly and in partnership with key stakeholders and community influencers - to learn more about the program and enroll.

### Position Summary:

The Director is an integral member of the team who serves in a leadership role supporting our client, the National Institutes of Health (NIH) [All of Us Research Program](#). The Director, Engagement Network is a seasoned professional with experience working with diverse organizations, non-profits, and communities, managing networks of partners/affiliates/chapters, and overseeing a grant program. Working closely with the Principal Investigator, this position will manage and provide strategic direction to a network of more than 100 community partners funded to support the National Institutes of Health's (NIH) *All of Us* Research. These national and local organizations conduct digital and in-person education and awareness activities across the country to share information about the *All of Us* Research Program with their communities with the goal of motivating them to enroll in the program. This position reports to the Managing Director.

### Responsibilities:

- Lead and coordinate the annual lifecycle of a national network of community partners, including setting the strategic direction, developing scope of work and budget templates, reviewing and approving partner plans and contributing to development of metrics and collection of data to assess activity and impact data.
- Apply knowledge of client priorities and key milestones to the setting of the strategic direction of the network.
- Lead the design and implementation, in collaboration with the client and Senior Associate, Events Manager, of the annual meeting of network partners.
- Oversee the development and delivery of monthly and end-of-year activity and financial reports to the client.
- Lead development and implementation of strategic communications to the network.
- Prepare and present on network strategy, activity, and impact to client and other program stakeholders.
- Assist with business development and growth by promoting Pyxis through professional network in pursuit of new opportunities and leads.



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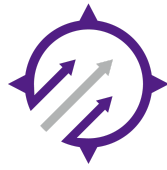
- Supervise and mentor team members. Promotes positive interactions among staff and participates as an active team member. Serve in a “leadership by example” role.
- Serve in a creative, innovative, strategic as well as “roll up their sleeves” approach role.
- Perform other job-related duties as assigned.

#### **Requirements:**

- Bachelor’s Degree (Master’s degree a plus) with at least 10 years professional experience in stakeholder engagement.
- Minimum three (3) years’ experience managing and directing staff including recruitment, selection, and development to achieve company goals and objectives.
- Ability to facilitate and pull different communities together for conversations around a host of topics to encourage them to collaborate and share information.
- Proven track record of meeting measurable goals to develop and sustain high-level stakeholder relationships.
- Strong written and verbal communication and presentation skills; regularly prepares written materials and speaks with authority; effectively adjusts written and verbal communication styles to different audiences; listens for understanding.
- Ability to translate data and large amounts of information and communicate outcomes and impact.
- Demonstrated experience partnering with clients to understand their competitive context, strategic goals, current and long-term needs.
- Dynamic leadership, management, and interpersonal skills to move the company forward.
- Demonstrated capacity to stimulate collaborative teamwork and that sustains the respect of a diverse, multicultural staff.
- Motivated and deadline driven, ability to work as part of a team, self-starter with the ability to deliver high-quality work products with limited oversight.
- Detail- and results-oriented, possessing solid project management skills, ability to hold project team members accountable to deadlines and ability to track and work across multiple projects.
- Strong analytical ability, sound judgment, and capacity to think strategically and multi-dimensionally to solve problems, improve or develop new processes and make decisions and recommendations to Pyxis leadership.
- Ability to work under pressure, manage multiple tasks simultaneously, and meet tight deadlines and deliverables.
- COVID-19 vaccination. Pyxis is committed to maintaining a work environment that helps keep employees, their family members, and the community safe. Vaccination also aligns with our core values and the work we support.

#### **About Pyxis Partners**

Pyxis Partners works at the intersection of policy, advocacy, and engagement. We develop and advance creative solutions to define pathways to progress, anchored in a commitment to improving the lives of



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others, building communities up, and fueled by a collective passion for lifting the voice of those that have been underrepresented. We are a team of change agents, relentless advocates, creative problem solvers, trusted community connectors, skilled relationship developers and accomplished bridge builders.

**Equal Opportunity Employment Statement**

Pyxis Partners is an equal opportunity employer affording all employees and job applicants' fair and equal treatment. Pyxis Partners complies with the letter and spirit of all applicable federal, state, and local laws prohibiting employment discrimination, including discrimination based on race, age, color, gender, religion, national origin, marital status, family responsibilities, sexual orientation, veteran status and disabilities.

**Type:** Full-Time

**Schedule:** Generally 40 hours per week, Monday through Friday, 9:00 am to 5:00 pm. Hybrid schedule with Tuesday-Thursday in the office and Mondays and Fridays the flexibility to work from home.

**Location:** Washington, DC corporate office, unless otherwise approved by management.