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I. EXECUTIVE SUMMARY

- A safe, effective and accessible HIV vaccine is one of the most urgent global public health needs.
- Development of such a vaccine is one of the most difficult challenges facing biomedical research.
- Recent scientific progress on a number of different fronts, most notably the release of the Phase III prime-boost vaccine trial results in Thailand, is a source of real optimism that a vaccine is an attainable goal.
- Coordinated action among researchers, funders, and advocates is required to accelerate the development of an effective vaccine.
- The Global HIV Vaccine Enterprise (the “Enterprise”) is an alliance of independent organizations (scientific research organizations, policymakers, funders and advocates) committed to accelerating the development of an HIV vaccine.
- The mission of the Enterprise is to develop and implement a shared Scientific Strategic Plan, and in support of this plan, promote coordination within the vaccine development community and mobilize additional financial and scientific resources for the field.
- The activities of the Enterprise are coordinated by a Secretariat, overseen by the Enterprise Board of Directors and advised by the Enterprise Council.
  - The Secretariat is led by the Executive Director and assisted by scientific, communications, policy and operations staff.
  - The Board of Directors oversees the business and affairs of the Secretariat.
  - The Council is responsible for providing strategic advice to the Enterprise Secretariat. Council membership includes some of the most respected thought leaders in the HIV vaccine field as well as representatives of key Enterprise stakeholder organizations from academia, government, foundations, advocacy organizations and civil society.
- The activities of the Enterprise include (1) monitoring and updating a common Scientific Strategic Plan, (2) facilitating and coordinating activities in support of the Plan, (3) increasing the financial and scientific resources available to the field and (4) communicating with the general public and stakeholder community.
- In support of these activities, the annual operating budget for the Secretariat is estimated at US $7.7 million for 2010.
- Within this budget, the largest items are salary, travel and meetings, and professional services – reflecting the Enterprise’s emphasis on keeping high quality staff and promoting increased collaboration and coordination among stakeholders.
- 2010 will be an important and challenging year for the Secretariat. As outlined in the two-year work plan below, the 2010 Scientific Strategic Plan will be completed and disseminated. The Secretariat will work with a sub-group of Council to develop a
strategy to optimize and mobilize resources in support of the Scientific Strategic Plan. The Secretariat will focus on actively fostering the global dissemination and implementation of the recommendations made in the 2010 Scientific Strategic Plan and in measuring impact of funders’ investments.

- The Secretariat will continue to engage the field in the development and implementation of the Plan. After the scientific sections of the Plan are completed, the Secretariat will turn its focus in 2010 and 2011 to coordinating with Enterprise stakeholders in the development of areas of the plan that enable science and HIV vaccine research. These include policy areas such as intellectual property, regulatory issues, access and manufacturing.

II. BUSINESS PLAN OBJECTIVES

*Objectives for the Business Plan*

This Business Plan articulates a collective vision for the Global HIV Vaccine Enterprise and its Secretariat. It includes management objectives for the Secretariat, work plans to achieve those objectives and projected timelines for completion of deliverables.

III. CONTEXT FOR THE ENTERPRISE

The development of a safe, effective, and accessible HIV preventive vaccine is one of the most urgent global public health needs. In 2007, an estimated 3 million new HIV infections occurred and nearly 33 million people are now living with HIV around the world. The development of a safe, preventive HIV vaccine is the world’s best long-term hope of bringing the global HIV epidemic under control. After more than two decades of research, however, the development of a vaccine remains one of the most difficult challenges confronting biomedical research today – requiring an effort of magnitude, intensity, and design without precedent.

In 2003, a group of leading HIV vaccine scientists and other experts proposed the establishment of a Global HIV Vaccine Enterprise to confront these challenges. The vision for the Enterprise was what it strives to become today: an alliance of independent organizations – funders, academic institutions, governmental agencies, private industry and non-governmental organizations – acting in concert to accelerate the development of a preventive vaccine.

In 2004, guided by a coordinating committee drawn from a broad set of stakeholders, the Enterprise convened six expert working groups involving 140 scientists from 15 countries to identify the most critical issues in HIV vaccine research and to propose practical solutions. Those discussions resulted in the publication of the Enterprise Scientific Strategic Plan (the

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1 UNAIDS, 2008
Plan) in January 2005, which included a set of key priorities and recommendations for the field.3

The concept of the Enterprise was endorsed in 2004 at the G8 summit in Sea Island, Georgia, U.S.A., at the 2005 summit in Gleneagles, Scotland and again in 2006 in St. Petersburg, Russia. Two major initiatives have been launched to support the implementation of the Enterprise Plan. In July 2005, the U.S. National Institutes of Health awarded the Center for HIV/AIDS Vaccine Immunology (CHAVI) grant of more than $300 million over seven years to Dr. Barton Haynes at Duke University. In July 2006, The Bill & Melinda Gates Foundation announced awards totaling $287 million to support 16 research consortia collectively known as the Collaboration for AIDS Vaccine Discovery (CAVD).

While the above events were taking place, the work of creating the more formal structures of the Enterprise continued. In the spring of 2005, the Enterprise Secretariat was legally established as a U.S. non-profit organization with a Board of Directors. An interim Secretariat was organized in Seattle, Washington, U.S.A. and was staffed by employees of The Bill & Melinda Gates Foundation. In January 2008, Dr. Alan Bernstein was appointed Executive Director, and a permanent Secretariat was established in New York, New York, U.S.A. In 2009, the Secretariat occupied permanent offices and employed a staff of ten.

IV. THE ENTERPRISE: A COLLECTIVE VISION

Enterprise Mission

The Enterprise has been charged by its stakeholders to provide a clear scientific assessment of the current state of HIV vaccine research by putting forth a Scientific Strategic Plan that is inclusive, compelling, and reflects the views of the world’s leading scientists and the perspectives of the major stakeholders engaged in HIV vaccine research and development. As a global entity, the Enterprise is open to all organizations that agree to support the values and strategic objectives of the Enterprise.

As a science-based, international alliance of independent organizations and governments, the Enterprise uniquely provides rigorous and unbiased perspectives on the most pressing scientific, organizational, policy and other issues that must be addressed. By endorsing the Enterprise Scientific Strategic Plan, stakeholders are recognizing the perspectives and recommendations of the Plan. At the same time, the value of the Plan to stakeholders lies in the quality and origins of its content, not in the proscriptive nature of any of its recommendations.

The Secretariat

To achieve the stated mission, the Enterprise stakeholders established a dedicated Secretariat to coordinate the development of the Plan and the implementation of supporting activities. In the short term, it was agreed that the Secretariat should focus on the

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development of the 2010 Scientific Strategic Plan – and in support of the Plan – facilitating greater collaboration among the stakeholders and acting as the voice of the Enterprise to external constituencies.

After the completion of the 2010 Scientific Strategic Plan, it is expected that the scope of activities of the Secretariat will change to facilitate the implementation of the Plan recommendations and to develop and implement sections of the Plan that enable the science of HIV vaccine research, such as intellectual property and regulatory issues, ethics, access and manufacturing. In the near term, the Secretariat will actively foster the global dissemination and implementation of the 2010 Scientific Strategic Plan, including mobilizing new resources to fund the recommendations made in the 2010 Plan and monitoring progress towards the implementation of these recommendations.

**Integrated Enterprise Model**

The common vision of the Enterprise is defined and implemented by scientists, advocates, and funders working in collaboration with the Secretariat. Several key points to note about the integrated Enterprise model are as follows:

- Each stakeholder organization has a distinct area of focus (funding, research, etc.), but none covers the entire spectrum of activities required for research, development, manufacturing, and future distribution of an HIV vaccine.
- Through a concerted effort across stakeholder organizations, the full spectrum of activities can be covered.
- To achieve the expected benefits of the Enterprise, the Secretariat will need to play a strong role through the Scientific Strategic Plan in aligning activities across stakeholder organizations and between functions (e.g., between funding and HIV vaccine research and development activities).

**V. ENTERPRISE ACTIVITIES**

**Scope of Enterprise Activities**

The mission articulated above for the Enterprise defines the basic parameters of the Enterprise and, by extension, its Secretariat. This section explores the full scope of activities that are consistent with the articulated mission.

Given its vision and structure, the Enterprise Secretariat works with stakeholder organizations and other constituencies to develop and implement a compelling Scientific Strategic Plan. There are three types of activities in support of the Enterprise’s mission:

- **Strategy**: defining areas where further scientific and capital resources are required to accelerate HIV vaccine development, e.g., creating the Scientific Strategic Plan through a collaborative process.
- **Collaboration**: bringing stakeholders together to explore possible areas of collaboration and partnership within the context or in support of the Scientific
Strategic Plan; building enabling capabilities (where there are currently gaps) to help stakeholders advance their work, e.g., contributing to the establishment of regional coordinating groups.

- **Mobilizing Resources**: bringing new scientific and financial resources to HIV vaccine research and development, e.g., organizing a Funders’ Forum to discuss the Scientific Strategic Plan and explore possible areas of focus for new investments that align with the goals and objectives of the Plan.

**Detailed Description of Enterprise Activities**

Each of these three broad activities can be further characterized as seen in Fig. #1.

**Fig. 1: Description of Enterprise Activities**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Set and Monitor Enterprise Objectives</strong></td>
<td>Within the context of the Scientific Strategic Plan, determine annual and long-term initiatives on which the Enterprise Secretariat should focus. Set clear objectives and measure progress towards those objectives.</td>
</tr>
<tr>
<td><strong>Strategy</strong></td>
<td><strong>Develop the 2010 Scientific Strategic Plan</strong></td>
</tr>
<tr>
<td>Conferences and Fora</td>
<td>Plan and implement the annual AIDS Vaccine conference. Organize fora to convene stakeholders around a specific objective, e.g., data sharing.</td>
</tr>
<tr>
<td><strong>Align Stakeholder Activities</strong></td>
<td>Facilitate the development of consortia</td>
</tr>
<tr>
<td>Actively participate and support the development of consortia among stakeholders, e.g., the establishment of regional coordinating groups such as the African AIDS Vaccine Program.</td>
<td></td>
</tr>
<tr>
<td><strong>Information Sharing</strong></td>
<td>Foster an environment of open access and information sharing within the field, e.g., the development of channels for increased access to data.</td>
</tr>
<tr>
<td><strong>Communicate with Stakeholders and the General Public</strong></td>
<td>Develop strategies and implement communications tactics to build awareness of and support for HIV vaccine research, promote the Enterprise mission of efficient, integrated HIV vaccine research and the Enterprise advocacy agenda, and introduce the 2010 Scientific Strategic Plan.</td>
</tr>
<tr>
<td><strong>Mobilizing Resources</strong></td>
<td><strong>Increase Level and Diversity of Funding</strong></td>
</tr>
<tr>
<td>For the Field</td>
<td>After the development of and guided by the 2010 Scientific Strategic Plan, mobilize funding to the field of HIV vaccine research and development.</td>
</tr>
<tr>
<td>For the Secretariat</td>
<td>Embark on efforts to increase funding of the Secretariat’s operations and programs.</td>
</tr>
</tbody>
</table>
VI. OPERATING MODEL

Definition and Principles

The Enterprise Operating Model describes the key constituent bodies responsible for overseeing and performing Enterprise activities, and defines their respective roles and responsibilities.

In developing the Operating Model, five principles were applied to promote effectiveness, efficiency and alignment with stakeholders’ aspirations for the Enterprise.

The Operating Model should:

- Make full use of stakeholder knowledge and expertise
- Ensure efficient and informed oversight of the Secretariat
- Allow for ongoing dialogue with – and accountability to – the broader stakeholder community
- Be flexible: accommodating of stakeholder constraints and able to undertake a diverse set of activities
- Be adaptable over time

Overview

The Enterprise operating model is comprised of four principal bodies: (1) the Enterprise Council and Board of Directors, (2) the Secretariat, (3) the Science Committee, and (4) the Scientific Strategic Plan Working Groups.

Fig. 2: Operating Model Overview

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**Enterprise Governance**

The Enterprise is a U.S. corporation with 501(c)(3) tax status. This is the most common legal structure used for U.S. charitable organizations, providing exemption from income tax and facilitating contributions by U.S. corporations, foundations, and individuals. As required by U.S. law, the 501(c)(3) must be overseen by a Board of Directors who have fiduciary and legal oversight duties to the 501(c)(3).

**Council**

*Role:*  
- Provides guidance and advice regarding Enterprise mission, objectives, and policies  
- Nominates candidates to serve as directors and officers of the Enterprise 501(c)(3)

*Composition:*  
- Fourteen to 20 members (half of the members drawn from key stakeholders organizations), with three-year staggered terms, and possibility for re-appointment  
- One seat on the Council reserved for the Chair of the Science Committee  
- Seven seats initially reserved for individuals from the following founding stakeholder organizations: ANRS, The Bill & Melinda Gates Foundation, European Commission, IAVI, NIH, Wellcome Trust, WHO/UNAIDS. The seven founding stakeholder organizations can have pre-designated alternates.  
- Successor members (reflecting the current contributions of key stakeholders to the Enterprise) elected by the Council

*Leadership:*  
- Chaired by the President of the Board  
- Other leadership positions may be established by the Council, as necessary

*Constitution:*  
- Describes Council mission, governance, rules of procedure, composition, etc.  
- Provides that the Council membership will include private individuals drawn from key stakeholder organizations as well as from outside the field based on expertise and influence (members drawn from the key stakeholder organizations will be identified by the Council, and as appropriate, in consultation with the stakeholder organization)  
- May be amended by the Council, to the extent consistent with the Enterprise Bylaws

**Board of Directors**

*Role:*  
- Provides oversight of the Enterprise’s assets in furtherance of its charitable, educational and scientific purposes  
- Oversees Executive Director

*Composition:*  
- Three to nine members, with two-year staggered terms, and possibility for re-appointment  
- Members must be drawn from members of the Council  
- Members elected by Board from among Council nominees
Leadership: - President, Vice-President and Secretary/Treasurer (all of whom are Board and Council members)

The Secretariat
Role: - The Secretariat is the central coordinating body of the Enterprise and holds primary responsibility for managing day-to-day activities, stakeholder collaboration and resource mobilization initiatives. The Secretariat plays a key integrative function by ensuring communication among stakeholders and promoting coordinated action.
Composition: - Executive Director and staff
Leadership: - Executive Director

Enterprise Advisory Bodies
Science Committee
Description: The Science Committee is a standing committee of the Enterprise that provides essential scientific expertise and input. The Science Committee’s primary responsibility is setting the scientific agenda for the Enterprise. The Committee’s role is to set the directions for, review, finalize, and endorse the Scientific Strategic Plan. Members of the Science Committee chair four of the Scientific Strategic Plan Working Groups (see below).
Function and Structure: Supported by the Secretariat, the Science Committee assesses the scientific landscape and articulates the broad scientific and technological directions for inclusion in the Scientific Strategic Plan. The Committee also has primary responsibility for reviewing, finalizing, and endorsing the Plan. This allocation of responsibility to the Science Committee permits the Enterprise Council and Board to focus greater attention on strategic issues and oversight of the Secretariat. Science Committee members are drawn from the world’s scientific, policy-making and advocacy communities, making the Science Committee another channel for dialogue between the Enterprise, its stakeholders, and the scientific community.

Scientific Strategic Plan Working Groups
Description: The Scientific Strategic Plan Working Groups focus on specific themes that comprise the larger Plan. The Working Groups consist of scientists from throughout the field of HIV vaccine research and development, leading scientists from other fields of research, Science Committee members and representatives from key Enterprise stakeholder organizations.
Function and Structure: Each Working Group has up to 25 members. The Working Groups are tasked with the responsibility of focusing on key scientific themes within the field of HIV vaccine research and development. Each Working Group meets in person or virtually at regularly scheduled intervals. Their objective is to develop a Working Group report on the challenges and opportunities within their thematic area. The Working Groups are also
tasked with the responsibility of providing and justifying a limited number of recommendations and milestones to assess progress.

VII. SECRETARIAT STAFFING MODEL AND BUDGET

Organizational Logic of the Secretariat Staffing Model
The Secretariat is led by the Executive Director responsible to the Board of Directors and guided by the Enterprise Council. As illustrated below (Fig. #3), the Secretariat is organized into the following functional groups: science, external relations and operations.

Fig. 3: Secretariat Organizational Structure (Overview)

By clustering activities and individuals who share common skills, this functional organizational design has a number of benefits: it allows for the application and continued development of specialized skills within each functional unit, it clearly delineates primary roles and responsibilities for key Secretariat activities, and it aligns staff roles directly with identified constituencies.
Staff is allocated to support the key functional areas of the Secretariat, as indicated in Fig. 3 above.

Lines in the chart represent formal reporting relationships. However, in many instances staff members will work across functions to perform the key activities of the Secretariat.

(A more detailed description of the positions is included in the appendix.)

**Budget Summary**
To carry out its activities, the Secretariat requires a US $5.9 million operating budget, excluding the budget in support of the annual AIDS Vaccine conference. This budget can be divided into several line items.

Salaries and benefits: $2.7 M (or around 45% of the total budget)
Travel and meetings: $1.9 M (or around 33% of the total budget)
Professional services: $0.7 M (or around 11% of the total budget)
Infrastructure: $0.6 M (or around 11% of the total budget)

Within this budget, the largest items are salary, travel and meetings, and professional services – reflecting the Enterprise’s emphasis on keeping high quality staff and promoting increased collaboration and coordination among stakeholders.

The above represents the operating budget of the Secretariat in 2010. Costs after 2010 are expected to rise at approximately 4-6 percent per year, driven by rising salary costs, rent, and general inflation.

As mentioned above, this budget does not include the AIDS Vaccine conference. However, the conference funds are managed as part of the overall operations of the Enterprise and are a part of the overall ledger for the Secretariat.

VIII. WORK PLAN FOR OCTOBER 2009 – SEPTEMBER 2011

From October 2009 to September 2011, the Enterprise Secretariat will focus on completing and implementing the 2010 Scientific Strategic Plan. This includes the following, key activities:

- Publish the 2010 Scientific Strategic Plan, separate Working Group reports and related documents;
- Supporting a sub-group of Council in the development of a strategy to optimize existing and mobilize current funding for the field based on recommendations in the Scientific Strategic Plan. This requires buy-in for the 2010 Scientific Strategic Plan among current and potential funders and discussions about potential investment opportunities in the field of HIV vaccine research and development.
- Continue the 2010 Scientific Strategic Plan process during the second half of 2010 and in 2011 by focusing on issues that enable HIV vaccine research and development. These issues include but are not limited to intellectual property, regulations, ethics, access and manufacturing. Working groups will be convened to discuss these issues and develop addenda to the 2010 Plan.
- Plan, implement, and host the annual AIDS Vaccine conferences.
### Fig. 5: Workplan for October 2009 – September 2011

<table>
<thead>
<tr>
<th>Work Category</th>
<th>Activities</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Programmatic</strong></td>
<td>Convene scientific or enabling Working Groups to develop 2010 Plan</td>
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<tr>
<td></td>
<td>Publish 2010 Plan, Working Group reports, and related documents</td>
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<tr>
<td></td>
<td>Plan and implement dissemination of and feedback-gathering mechanisms for 2010 Plan</td>
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<td></td>
<td>Plan and implement a resource optimization and mobilization strategy</td>
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<td></td>
<td>Plan and implement annual AIDS Vaccine conferences</td>
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<tr>
<td></td>
<td>Plan and implement stakeholder symposia in commemoration of HIV Vaccine Awareness Day and World AIDS Day</td>
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<td></td>
<td>Plan and implement meetings and activities in support of the Enterprise Coordinating Group</td>
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<td></td>
<td>Contribute to the scientific content of and plan a Systems Biology symposium (in collaboration with Nature Medicine)</td>
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<tr>
<td><strong>Operational</strong></td>
<td>Convene Council &amp; Board Meetings</td>
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<td></td>
<td>Provide written activity updates from Executive Director to Council/Board</td>
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<tr>
<td></td>
<td>Hire Senior Director of Science</td>
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<tr>
<td></td>
<td>Update web site: refresh content, add functionality</td>
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<tr>
<td></td>
<td>Continue media outreach to gain visibility for the Enterprise and its initiatives</td>
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</tbody>
</table>
APPENDIX – Summary descriptions of Enterprise staff positions

Executive Director
The Executive Director provides the vision and leadership to achieve the objectives of the Enterprise; organizes and leads the Enterprise; and increases global resources for HIV vaccine development. The Executive Director ensures appropriate Enterprise operations, including any necessary fundraising, recruitment, and day-to-day management of the Enterprise's scientific and external affairs functions. The Executive Director defines the Enterprise’s long-term goals and strategies in consultation with the Enterprise Council and other key stakeholders. The Executive Director understands when and how to encourage the work of individual scientific investigators vs. emphasizing large, networked, collaborative efforts, and when and how to establish linkages between academia and industry as well as among industrial partners and other Enterprise stakeholders.

The Executive Director monitors and periodically updates the Scientific Strategic Plan, with input from the Science Committee and through the establishment of technical groups of experts and consultants. The Executive Director plays a pivotal role in increasing communication, alignment and collaboration in the field of HIV vaccine research and development. The Executive Director develops and implements communication and information-sharing strategies and activities to support the collaborative efforts of Enterprise stakeholders. The Executive Director attracts new resources to the field, and facilitates the coordination and focus of funding on the most leveraged areas to achieve advances in development of a truly effective HIV vaccine. The Executive Director acts as an effective, compelling spokesperson, advocate, ambassador and moral authority for HIV vaccine research and development, and when appropriate future vaccine utilization. The Executive Director meets with potential donors to encourage increased and broader funding for the field in alignment with the priorities of the Scientific Strategic Plan.

Senior Director, Operations and External Affairs
The Senior Director, Operations and External Affairs, manages the internal operations of the Enterprise Secretariat and leads all fundraising, partnership building, and communications initiatives. The Senior Director oversees a staff of five: the Manager of Finance and Grants Administration, the Human Resources and Administration Manager, the Communications Manager, the Meeting and Events Manager, and the Receptionist/Administrative Assistant. The Senior Director serves as a member of the Secretariat’s executive leadership team and provides operational and external affairs management. The Senior Director serves as a liaison between the Enterprise Secretariat and the Enterprise Board and Council, manages and implements fundraising efforts, and supports the Executive Director’s initiatives to grow the Enterprise’s stakeholder base.

Senior Director of Science
The Director of Science oversees the process for updating the Scientific Strategic Plan (SSP) to define areas where further scientific and capital resources are required to accelerate HIV
vaccine development. The Director of Science liaises with the Enterprise’s Science Committee (SC) to monitor the field and determine topics for expert working group consultations. The Director of Science works with the researchers from the scientific endeavours launched in support of the Enterprise SSP (CHAVI, CAVD, CHVI, EDCTP and others) to ensure that their efforts continue to align with the goals and mission of the Enterprise and that the groups are coordinated at a global level so that the whole is greater than the sum of the activities at the individual consortia level.

The Director of Science promotes greater coordination among HIV vaccine researchers worldwide by working with the scientific leaders of other key Enterprise stakeholder organizations to maximize their involvement and mutual engagement. The Director of Science engages new scientific stakeholders from the HIV vaccine field and other relevant fields to address the priority areas of the SSP and to collaborate with current stakeholders.

Manager, Finance and Grants Administration

The Manager of Finance and Grants Administration reports to the Senior Director, Operations and External Affairs, and oversees the financial management and reporting for the Enterprise, including budgeting, assisting in the development of grant applications, and all financial reporting to major funders. The Manager of Finance and Grants Administration serves as primary liaison to all outside accounting and auditing firms, is responsible for financial reporting to funders and sponsors, and collaborates with the Senior Director, Operations and External Affairs on grant applications.

Science Officers

Working closely with and reporting to the Director of Science,* the Science Officers provide input to the Director of Science* on the implementation of the vision of the Enterprise and will help identify, develop, and manage related initiatives and activities for the Enterprise. Amongst other duties, Science Officers oversee the development of scientific agendas for the Enterprise and help to arrange related meetings. The Science Officers work with the Enterprise Science Committee and other advisory committees that may be established and will work in coordination with the senior management of the Enterprise.

*Note that until the Director of Science is hired, the Scientific Officers report to the Executive Director

Communications Manager

Working in close collaboration with the Senior Director, Operations & External Affairs and the Enterprise’s communications consultant, the Communications Manager creates and executes communications and public relations strategy and tactics in support of the Enterprise’s mission. These include planning and implementation of communications programs supporting media relations initiatives through media outreach, and managing and developing the Enterprise’s web site content.
Manager, Meetings and Events
The Manager, Meetings and Events plans, coordinates, and implements all symposia, events, and meetings. The Manager works closely with all Enterprise Secretariat staff members, conference management contractors, travel agencies, and the Enterprise’s stakeholders who participate in the various meetings and events. The Meetings & Events Manager also works closely with the Communications Manager and programmatic staff to develop materials in support of the various events.

Executive Assistant
The Executive Assistant supports the Executive Director, providing a wide range of administrative and organizational support. The Executive Assistant is a critical team member, whose focus is to provide a high level of support and relieve the Executive Director of administrative detail.

Manager, Human Resources and Administration
Reporting to the Senior Director of Operations and External Affairs, the Manager of Human Resources and Administration manages the human resources and administration function, including all aspects of employee relations, information technology, facilities management, and general administration.

Administrative Assistant/Receptionist
The Administrative Assistant/Receptionist supports staff members and provides a wide range of administrative, logistical, and organizational support. The Administrative Assistant/Receptionist serves as Receptionist for organization and manages phone and general email inquiries, deliveries, and guest visits and other operational duties as assigned.