

## **Digital Therapeutics Alliance**

### ***Engagement Manager, Full-time***

The Digital Therapeutics Alliance (DTA) is seeking a dynamic individual to manage DTA's communications and external engagement efforts. The ideal candidate will be highly motivated, proactive, a strong writer, and have experience building meaningful stakeholder and industry relationships.

This is a new position and will establish and execute a comprehensive communications and membership outreach strategy for the growing organization. The role will require a candidate who has an entrepreneurial mindset and is highly collaborative.

#### **Key Responsibilities**

##### *Communications*

- Develop a comprehensive organization communications plan, including message mapping and optimizing communication platforms
- Update content on DTA website
- Support public campaigns to educate key stakeholders
- Orchestrate efforts related to the release and distribution of Alliance initiatives
- Write press releases, statements, member-only bulletins, and public newsletters
- Prepare external and internal slide deck presentations
- Facilitate DTA's social media presence
- Oversee DTA's public speaking engagements
- Serve as primary media contact for the organization

##### *Member Outreach and Relations*

- Develop and execute strategy to increase membership, including design and distribution of marketing collateral
- Coordinate DTA's outreach and engagement with potential candidates for membership
- Formalize materials for the membership onboarding process
- Facilitate relationships with member company media and communications contacts, providing ongoing coordination, support, and necessary web/print materials
- Support ongoing membership engagement

##### *Operations*

- Responsible for ongoing maintenance of the website
- Support vendor and contractor relationships
- Engage with and support logistics for membership events
- Participate and collaborate with the DTA team
- Complete other tasks as assigned

#### **Desired Skills and Experience**

We are seeking a candidate with 5+ years of demonstrated experience in initiating and maintaining collaborative relationships with member organizations, advisors, industry partners,

and stakeholders. This individual should understand the digital therapeutic and healthcare industries.

Required skills include:

- Exceptional writing, interpersonal, and oral communication skills
- Experience launching public education campaigns
- High attention to detail, including strong organization and analytical skills
- Experience using communications technologies and platforms such as Mailchimp, Sprout Social, WordPress, etc.
- Experience working with vendors and contractors

**Considerations**

This is a remote, full-time position that reports to the Director of Operations and Finance. All candidates must be eligible to work in the United States. This position is benefits and bonus eligible, with the current compensation range at \$70,000 - \$85,000 annually.

Interested candidates should submit a cover letter and resume to [info@dtxalliance.org](mailto:info@dtxalliance.org).