



Advanced Research Projects Agency for Health

Director of Communications (Comms)

ARPA-H Overview:

ARPA-H is a new agency established with the mission of creating breakthrough solutions to America's most challenging health related problems. ARPA-H will support high-uncertainty, high-reward programs to solve hard challenges using programmatic approaches that other agencies cannot or do not use. With a scope spanning the molecular to the societal, ARPA-H programs have the potential to radically improve everyone's health. Our streamlined awards process enables us to act quickly and catalyze cutting-edge biomedical and health research. ARPA-H will create an environment to support the best ideas from Program Managers that will bring together dynamic teams to solve the toughest health challenges. Our rigorous program design, competitive project selection process, and active program management ensure thoughtful and impactful expenditures. More information on ARPA-H can be found here: <https://arpa-h.gov/>

Position Overview:

We are seeking an experienced and innovative **Director of Communications (Comms)**, to design, lead and execute strategic communication initiatives, lead media relations and public engagement, oversee website design and management, and manage crisis communications. This role is perfect for individuals who thrive in dynamic and collaborative environments, enjoy tackling complex challenges, are passionate about science and health communications, and driving our mission to accelerate better health outcomes for everyone.

Responsibilities:

Strategic Vision and Leadership:

- Communication and strategic thinking: clearly communicates ARPA-H's mission, goals, and achievements to a wide range of stakeholders, including government officials, researchers, healthcare professionals, and the public.
- Leadership: leads a diverse team and designs, develops, and implements comprehensive communication plans that align with the agency's objectives and adapt to the rapidly evolving landscape of health research and policy.

Expertise in Science and Health Communication:

- Expertise: possesses a deep understanding of scientific and medical concepts and is able to translate complex research findings into simple, clear, inclusive, and accessible language.
- Science & Health Communication: effectively communicates the significance and potential impact of ARPA-H's projects to garner support, facilitate collaboration, and ensure transparency.

Media Relations and Public Engagement:

- Media relations: manages the agency's interactions with the press, including writing press releases, handling media inquiries, and preparing agency representatives for interviews.



- Public engagement: uses various platforms and channels to foster dialogue, disseminate information, and build public trust in ARPA-H's work.

ARPA-H Website Design and Management:

- Web Development Expertise: demonstrates ability to design, implement, and maintain responsive, user-friendly websites that align with industry best practices and standards.
- Content Management:
 - Skilled in managing content through various Content Management Systems (CMS), ensuring accurate and up-to-date information across all web pages.
 - Able to create and update website content, including text, images, and multimedia elements, with a keen eye for detail and design aesthetics.
 - Knowledgeable with version control systems and workflows for efficient content management and collaboration.

Crisis Communication and Risk Management:

- Risk Management: anticipates and manages communication risks, including the development of crisis communication plans. This is vital in an agency that deals with high-stakes health research (e.g., able to quickly develop Q&A related to what we are doing, why something 'failed', etc.)
- Crisis communication: responds quickly and effectively to any communication crisis, maintaining the agency's credibility and ensuring accurate information dissemination during critical situations.

Must Have Qualifications:

- United States Citizenship.
- Master's degree in Communications, Public Relations, Journalism, STEM or related field; or equivalent professional experience.
- 10+ years of experience in a senior communications role.
- 5+ years of experience leading diverse teams
- Deep expertise in science and health communications.
- Expertise in media relations, crisis communication and public engagement.
- Strong experience designing, developing, and implementing successful communication and engagement strategies.
- Experience in website design and management.
- Expertise in digital communication tools and social media platforms; stays current with the latest trends.

Preferred Qualifications:

- Prior experience in a federal government agency.
- Experience in brand building and digital marketing in a high-growth environment.
- Demonstrated ability in leveraging digital and social media for growth.



Apply at CAREERS@ARPA-H.GOV. Please include subject line: Director of Communications (Comms) Application

At ARPA-H, our customer is the American public, and we seek to build a mission-driven workforce that is as diverse as our customer base. We are building a culture that creates a space for visionary innovators in science, health, and in building a best-in-class ARPA organization. For this position, ARPA-H is able to use special hiring authorities that are legislatively granted that allow for a streamlined hiring and onboarding process.

Values Statement: ARPA-H is dedicated to fostering a workforce that reflects the rich diversity of America. Our goal is to deliver groundbreaking health solutions that benefit all Americans, and we know the best path to reach everyone is to include everyone.

Benefits: The Director will be hired at an industry-competitive salary commensurate with the selectee's qualifications and experience and ARPA-H salary guidelines. Full Federal benefits will be provided, including retirement, health and life insurance, leave, and savings plan (401(k) equivalent). Relocation and other incentives may be available.

Equal Employment Opportunity: Selection for this position will be based solely on merit, with no discrimination for non-merit reasons such as race, color, religion, gender, sexual orientation, national origin, political affiliation, marital status, disability, age, or membership or non-membership in an employee organization. ARPA-H encourages the application and nomination of qualified women, minorities, and individuals with disabilities.

Standards of Conduct/Financial Disclosure: ARPA-H inspires public confidence in our work by maintaining high ethical principles. ARPA-H employees are subject to Federal government-wide regulations and statutes as well as agency-specific regulations described on the NIH Ethics website. We encourage you to review this information. The position may require the incumbent to complete a public financial disclosure report prior to the effective date of the appointment.

Foreign Education: Applicants who have completed part or all of their education outside of the U.S. must have their foreign education evaluated by an accredited organization to ensure that the foreign education is equivalent to education received in accredited educational institutions in the United States. We will only accept the completed foreign education evaluation. For more information on foreign education verification, visit the <https://www.naces.org> website. Verification must be received prior to the effective date of the appointment.

Reasonable Accommodation: ARPA-H provides reasonable accommodations to applicants with disabilities. If you require reasonable accommodation during any part of the application and hiring process, please notify us. The decision on granting reasonable accommodation will be made on a case-by-case basis.