

Associate Director, Medical Communication

GRAIL, Inc. is a healthcare company whose mission is to detect cancer early, when it can be cured. GRAIL is focused on alleviating the global burden of cancer by developing pioneering technology to detect and identify multiple deadly cancer types early. The company is using the power of next-generation sequencing, population-scale clinical studies, and state-of-the-art computer science and data science to enhance the scientific understanding of cancer biology, and to develop its multi-cancer early detection blood test. GRAIL is located in Menlo Park, California. It is supported by leading global investors and pharmaceutical, technology, and healthcare companies. For more information, please visit www.grail.com.

GRAIL is seeking an Associate Director of Medical Communications to join the Medical Affairs department. Under the direction of the Director of Medical Communications, this person will develop our publication strategy, and, more broadly, our medical communications strategy, for GRAIL's pipeline product(s), and will be responsible for ensuring the publication and/or presentation of our key scientific, clinical, and technological advances in peer-reviewed journals and/or scientific/medical congresses. This role will work closely with numerous other functions, including corporate communications, R&D, clinical development, data science, and biostatistics, as well as external vendor(s).

The ideal candidate is willing to roll up their sleeves and get things done, is detail-oriented, motivated, independent, and able to respond quickly to evolving needs. This position will ultimately be based in Menlo Park, California (after COVID-19 restrictions have lifted), and will report to the Director of Medical Communications.

You will:

- Drive publication strategy, planning, and execution for pipeline multi-cancer detection product(s)
- Lead the development and review of scientific manuscripts, abstracts, posters, and presentations developed by internal writer(s) and/or vendors to ensure scientific and medical accuracy
- Draft publication content, as needed
- Develop and support external presentations (eg, invited talks)
- Act as point-of-contact for Medical Communication agency day-to-day interactions for pipeline product
- Oversee publication compliance with company and industry regulations and policies, including ICMJE and GPP3

- Support publication strategy, planning, and execution for existing multi-cancer early detection product
- Plan, support, and attend scientific conferences and medical meetings
- With the Director of Medical Communication, drive development of a new scientific platform
- Work with corporate communications on external communication strategy, ensuring press releases, FAQs, and other documents/slide decks are scientifically/medically accurate and messaging is aligned
- Participate in Medical Affairs strategic planning to develop yearly Medical Affairs plan
- Support pre-, peri, and post-launch activities (eg, participate in launch teams)
- Help develop and maintain Core Data Decks, Disease State Decks, FAQ documents, and training materials for the entire portfolio
- Identify, develop, and maintain relationships with the medical community, thought leaders, and treatment advocates
- Review study reports, clinical protocols, and summary dossiers for content and accuracy

Your Background Should Include:

- Advanced degree strongly preferred (PhD, PharmD, MD)
- 3+ years of experience in medical affairs (publication planning, medical writing)
- Successful track record of supporting or driving publication strategy development and implementation, including preparation of abstracts, manuscripts, posters, and presentation slide decks, managing external reviews and revisions, and the submission process for scientific conferences and journals
- Proven understanding of industry best practices, including ICMJE and GPP3; CMPP-certification preferred
- Commitment to compliance
- Exceptional writing skills and attention to detail
- Excellent research skills and quick learner
- Ability to efficiently manage time and priorities, and adapt to a fast-paced environment
- Excellent communications skills, including interacting with key opinion leaders, clinical study site investigators, expert advisors, and other professionals
- Experience in genomics, diagnostics, oncology, or other applied medical fields a plus
- Experience as an exceptional team player with a demonstrated track record of success in cross-functional team environment and leadership roles
- Excellent leadership and communication skills

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status