

Key Data

Position:	Executive Director, Communications
Reports to:	Director General (Marilyne Andersen)
Scope of position:	80-100%
Start of position:	July 2026
Place of work:	Geneva - Campus Biotech, hybrid modality possible
Application process:	Executive Director, Communications – Fill in form
Deadline for application	3 rd July 2026
Contact person:	Agota Seguin, Director of Operations, recruitment@gesda.global

1. Background and purpose

GESDA – the Geneva Science and Diplomacy Anticipator – is an independent foundation initiated by the Swiss Federal Government and the City and Canton of Geneva, with a mission to anticipate the next generation of cutting-edge scientific advances, bring them to the attention of world leaders, and catalyse concrete action by leveraging the strengths of the International Geneva ecosystem while favouring public-private partnerships of international scope and projects.

GESDA does this by:

- **Anticipating** the possible scientific breakthroughs that will impact the world;
- **Accelerating** discussions between scientists, diplomats and other stakeholders by taking an honest broker position;
- **Translating** ideas into solutions in collaboration with multilateral institutions to ensure that emerging technologies benefit humanity and are governed responsibly.

Communications is an essential pillar of GESDA's mission, shaping how its work is understood across all audiences through compelling content and targeted channels (website, social media, print, events, newsletters and more). Tailored to each community — academia, diplomacy, the private sector and civil society — these communication channels shall maintain a consistent brand position for GESDA as a thought leader in anticipatory science and diplomacy.

2. Key responsibilities

Communication Roadmap Design and Delivery (70%)

- Develop GESDA's **communications strategy** and transform it into an action plan for all dimensions of GESDA's communication (print, digital, event, visual identity...)
- **Write articles** for GESDA's channels (LinkedIn, website, Activity Report and more) and serve as final editorial authority for all key external materials,
- **Design and deliver branding, communication and marketing solutions** for the different GESDA products, manage GESDA's visual identity, its evolution and corporate documents
- Lead specific **corporate communication efforts** in coordination with internal teams and external partners (communication campaigns, activity reports, corporate materials),
- Design and implement **internal communication activities** in close collaboration with the relevant internal lead
- Oversee the programmatic coordination of the **annual GESDA Summit** in conjunction with the Head of Summit, to ensure alignment of the programme and of the experience of the Summit to GESDA's communications (and

overall) strategy. Monitor the events agenda, intervention priorities and the agenda of communication actions on GESDA's other ongoing activities (release of a new Radar, launch of a new initiative, etc.),

- Manage **press relations** in coordination with the editor-in-chief; oversee media monitoring across traditional and digital channels

Cross-Functional and Executive Role (20%)

- **Manage the communications team** (4-5 people): weekly follow-up, coordination of tasks, management of annual reviews, follow-up of the possible training and career plan of employees
- Manage the **communications budget** and expenses in conjunction with GESDA's administrative management,
- Champion **communication excellence** and drive continuous improvement across all teams
- Serve as an active member of **GESDA's Executive Committee**
- Prepare required documentation for **Board and Chairman's Committee meetings** and ad hoc management requirements,
- Support the **Director General** on strategic priorities and key external engagements

Communication Quality Assurance (10%)

- **Define and implement KPIs** to monitor the impact of the annual communication strategy; evaluate effectiveness and return on investment
- Develop **quality assurance mechanisms** for corporate and product-related communications, including standards for content quality, tone of voice and integrated cross-channel consistency
- Ensure **brand consistency** in line with the overall objectives of GESDA

3. Profile

Experience & Education

- **Master's degree or equivalent professional experience in Communications**, Marketing, Journalism, Public Affairs, International Relations, Political Science or a related field.
- Demonstrated experience designing and implementing **integrated communications strategies across multiple channels**, including media relations, digital communications, social media, events and corporate communications.
- Proven track record of translating complex or technical subject matter into compelling narratives for diverse audiences. Strong editorial judgment and **excellent writing skills in English**, with the ability to produce and edit high-quality content under tight deadlines.
- Experience managing external agencies, consultants, creative suppliers and communications budgets.
- Ability to operate effectively in a multicultural and interdisciplinary environment involving scientists, policymakers, diplomats, business leaders and civil society representatives.
- Demonstrated project management skills, with the ability to balance strategic priorities and operational delivery across multiple workstreams.

Desirable Assets

- Experience in **science communication, international affairs**, diplomacy, public policy, philanthropy, think tanks, multilateral organizations or mission-driven organizations.
- Professional proficiency in French and English; **additional languages are an advantage**.

The Executive Director role also demands strong internal management, continuous cross-organisational coordination, and strict confidentiality on strategic matters. It requires responsiveness and agility in dealing with a wide range of stakeholders, with particular flexibility during high-intensity event periods.

Why GESDA?

GESDA is one **of the few organizations in the world dedicated to anticipating scientific breakthroughs before they transform society** and to building the international cooperation needed to ensure these advances benefit humanity. Joining GESDA means working at the intersection of frontier science, diplomacy, policy and innovation. You will engage with leading scientists, policymakers, international organizations, philanthropies, private-sector leaders and civil society actors who are shaping responses to some of the most important opportunities and challenges of the coming decades. As Executive Director of Communications, you will play a central role in defining how GESDA's ideas, initiatives and convening power are understood globally. GESDA offers an intellectually stimulating, international and entrepreneurial environment where new ideas are encouraged and where individual contributions can have a tangible impact on global conversations about science, technology and society.

Application requirements

Application deadline: **July 03, 2026**

To apply, please submit your application materials **via this form** (e-mail applications will not be considered):

[Executive Director, Communications – Fill in form](#)

The form will invite you to answer a few questions and to upload the following documents:

- **CV/Resume** (maximum 2 pages)
- **Cover/Motivation Letter** (maximum 1 page) addressing:
 - Your experience delivering on multiple events and communication channels
 - How you have designed and implemented communication around the launch of a product
 - Your familiarity with GESDA's subject matter domains
- **3 professional references** (contact information only; we will request letters at interview stage)
- **Portfolio of 3-5 work/achievement samples** that best demonstrate your capabilities relevant to this role (portfolio samples can be anonymized to protect confidential client information)

GESDA is an equal opportunity employer committed to diversity and inclusion. We encourage applications from candidates of all backgrounds, particularly those who bring diverse perspectives on global science and governance opportunities and challenges.