



25 July 2013

Dear ISPE Members and Colleagues,

Last month, ISPE announced the new business approaches taking shape within ISPE's European and Asia-Pacific operations. Today I would like to ask your support in this endeavor.

As you may recall, ISPE's Board of Directors recently announced plans to transition the leadership and staffing of these two regional operations from an outsourced association management company to a direct team that will support the development and implementation of ISPE's European and Asia Pacific business plans and Member service strategies. Management of our operations in Shanghai will remain unchanged.

I would like to share the position descriptions/scopes of work for two new Vice Presidents that ISPE will be recruiting to hire soon. Our aim is to attract experienced and respected leaders from the pharmaceutical industry for both positions.

I would appreciate you taking a few moments to review the attached descriptions, sharing these opportunities throughout your personal networks, and/or suggesting names of professionals that may be appropriate candidates for consideration. I am pleased to respond to any questions on this opportunity. Ideally we would like to fill these positions for a starting date on or before 1 January 2014.

We are enthused over the advancement of ISPE's growth strategies as they have begun to take shape in all parts of the world. We are particularly pleased to be leading strategic industry initiatives such as those focusing on metrics, breakthrough therapies and drug shortages, among others. The operational changes we are making in Europe and Asia Pacific will position ISPE for greater success in these and other endeavors.

Thank you, as always, for your support of ISPE and for your contributions to the industry and our Society.

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## POSITION OVERVIEW

ISPE, the International Society for Pharmaceutical Engineering, is seeking a Vice President for the Asia Pacific Region. This new opportunity has been created to lead the Society's business plan, relationships and success in Asia Pacific.

Position: Vice President, ISPE Asia Pacific  
Reports To: President & CEO  
Date: July 2013

The VP of Asia Pacific will provide visibility and leadership across the Asia-Pacific region and ensure effective coordination with global Headquarters and other regional offices, including China. The VP of Asia Pacific will be the chief staff in the region, working under the direction of the President and CEO. He or she will be responsible for: (a) developing, directing, managing and being accountable for planned growth in revenues and membership through relationships, brand awareness, Member and Affiliate relationships, education and training program development, research and promotion of the Society in Europe; (b) ensuring the development and effective implementation of the Society's strategies, plans and priorities; (c) leading the development and implementation of agreed visibility, brand and revenue generating strategies with Members, Affiliates, companies and health authorities, with a focus on engaging key organizations and health authorities; (d) developing and maintaining excellent working relationships and strategic partnerships with relevant companies and institutions, maintaining effective coordination with the ISPE global headquarters and other regional offices; and (e) ensuring that ISPE operates in compliance with all laws, regulations and norms expected of an international professional Society.

In addition, the VP of Asia Pacific will be responsible for: (a) preparing regional business plans and budgets for the President & CEO; (b) assigning, monitoring and reporting performance.

### **Education and Experience:**

- More than 15 years of progressively responsible and relevant national and international experience of which at least 5 years must be at the international management level. Comprehensive knowledge of pharmaceutical industry, regulations, EU policies, procedures and operations is highly desirable
- Bachelor's degree in a scientific or related discipline; or equivalent combination of education, training, and experience that provides the individual with the required knowledge, skills, and competencies
- Ideally a higher degree (Masters, MBA, PharmD) or similar pharmaceutical industry qualification
- Significant pharmaceutical industry experience including regulatory assignments
- Evidence of successfully leading teams and relationship-building within a complex regional/global matrix environment

**Required Skills and Competencies:**

- Functional Expertise – An understanding of both small molecule and biotechnology manufacturing processes and the associated regulatory environment
- Establishing Strategic Direction and building innovation into a culture
- Building Partnerships and Driving for Results
- Well-developed oral and written communication skills, including the ability to present to clients and to draft proposals
- Good interpersonal skills and well developed leadership skills, with the ability to delegate effectively and to follow up as appropriate
- Ability to work as part of a team with colleagues at all levels, across professional, operational and cultural boundaries
- Good financial management skills
- Excellent organizational skills and ability to work on own initiative
- Business and Financial Acumen
- Leadership & Vision
- Collaborative Skills
- Analytical, Negotiation and Problem Solving Skills
- Flexibility and situational leadership style

**Other Desirable Qualifications:**

- Evidence of extensive experience working in a comparable role developing new business with strong, respected and current industry contacts
- Ability to network to create new business opportunities with targeted companies and regulators
- An understanding and aptitude for strategic marketing, scientific/healthcare trends, digital solutions and contemporary education approaches
- Strong appreciation of our businesses and product capabilities including Strategic Events, Publications, Training and ability to determine and conduct strategic pre-launch market shaping and lead promotional opportunities
- Understanding of the drug development process gained through extensive personal experience in the pharmaceutical marketplace
- An enthusiasm for eMedia and its applicability
- Strong consultative selling skills, also including a broad range of marketing, sales and communication skills

**Other:**

- This position is offered as either a full or part-time (minimum 50%) contract that will be established for up to two years with annual review of performance.

10 July 2013

***For additional information or to submit a resume or curriculum vitae, kindly contact:***

Wendy Perez  
Director of Human Resources  
[wperez@ispe.org](mailto:wperez@ispe.org)

## POSITION OBJECTIVES / SCOPE OF WORK

Position: Vice President, ISPE Asia Pacific

Reports To: President & CEO

Terms: Contract up to two years with renewable options based on successful performance

- Be ISPE's ambassador and "public face" in Asia Pacific and build a strong presence among professionals in the life science industry, in close cooperation with ISPE's Asia Pacific Regulatory Advisor and ISPE's Affiliates and Chapters.
- Work with Asia Pacific-based pharmaceutical companies, suppliers, regulators and other stakeholders to ensure strategic fit of ISPE's offerings within technical guidelines, training, events, etc.
- Work with ISPE's Global Headquarters as well as its representation in USA and Europe to ensure global coverage and alignment of ISPE's membership and product offerings
- Develop 1, 3 and 5-year Asia Business Plans for ISPE inclusive of activities leading to market shaping, membership and revenue development strategies sufficient to create an influential and self-sustaining operation in the Asia-Pacific region
- Support ISPE's Asia-Pacific groups in achieving their charter and goals
- Working with ISPE the Regulatory and Compliance Committee's Asia-Pacific regional team and ISPE Advisors in developing 1, 3 and 5-year relationship building plans with major health authorities and companies.

***For additional information or to submit a resume or curriculum vitae, kindly contact:***

Wendy Perez  
Director of Human Resources  
[wperez@ispe.org](mailto:wperez@ispe.org)



## POSITION OVERVIEW

ISPE, the International Society for Pharmaceutical Engineering, is seeking a Vice President to lead its European Operations. This new opportunity has been created to lead the Society's business plan, relationships and success in Europe and to collaborate in the development of a new strategic business model and operation in Europe.

Position: Vice President, ISPE European Operations  
Reports To: President & CEO  
Date: July 2013

The VP of European Operations will establish a new European Office for ISPE and provide leadership and management of a team of employees across Europe, ensuring effective coordination with global Headquarters and other regional offices. The VP of European Operations will be the regional head in Europe, working under the direction of the President and CEO. He or she will be responsible for: (a) the recruiting and induction of staff necessary to support the new Office, (b) developing, directing, managing and being accountable for planned growth in revenues and membership through relationships, brand awareness, Member and Affiliate relationships, education and training program development, research and promotion of the Society in Europe; (c) ensuring the development and effective implementation of the Society's strategies, plans and priorities; (d) leading the development and implementation of agreed visibility, brand and revenue generating strategies with Members, companies and health authorities, with a focus on engaging European organizations and health authorities; (e) overseeing the timely implementation, monitoring and evaluation of operations and programs; (f) developing and maintaining excellent working relationships and strategic partnerships with relevant companies and institutions at both targeted national and Pan European levels; (g) maintaining effective coordination with the ISPE global headquarters and other regional offices; and (h) ensuring that ISPE operates in compliance with all laws, regulations and norms expected of an international professional Society doing business in the European Union.

In addition, the VP of European Operations will be responsible for overseeing the administrative and financial functioning of the Society's regional activities including: (a) preparing business plans and budgets for the President & CEO; (b) assigning, monitoring and reporting performance; (c) reporting on budget/program performance; (d) recruitment of staff; and (e) evaluating staff performance.

### **Education and Experience:**

- More than 15 years of progressively responsible and relevant national and international experience of which at least 5 years should be at the international management level
- Comprehensive knowledge of pharmaceutical industry, regulations, EU policies, procedures and operations is highly desirable
- Bachelor's degree in a scientific or related discipline; or equivalent combination of education, training, and experience that provides the individual with the required knowledge, skills, and competencies.
- Ideally a higher degree (Masters, MBA, Pharm.D)
- Significant pharmaceutical experience including regulatory assignments
- Evidence of successfully leading teams within a complex regional/global matrix environment

**Required Skills and Competencies:**

- Functional Expertise – An understanding of both small molecule and biotechnology manufacturing processes and the associated regulatory environment Establishing Strategic Direction and building innovation into a culture
- Building Partnerships and Driving for Results
- Well-developed oral and written communication skills, including the ability to present to clients and to draft proposals
- Good interpersonal skills and well developed leadership skills, with the ability to delegate effectively and to follow up as appropriate
- Ability to work as part of a team with colleagues at all levels, across professional, operational and cultural boundaries
- Good financial management skills
- Excellent organizational skills and ability to work on own initiative
- Business and Financial Acumen
- Leadership & Vision
- Collaborative Skills
- Analytical, Negotiation and Problem Solving Skills
- Flexibility and situational leadership style

**Other Desirable Qualifications:**

- Evidence of extensive experience working in a comparable role developing new business with strong, respected and current industry contacts
- Ability to network to create new relationships with targeted companies and regulators
- An understanding and aptitude for strategic marketing, scientific/healthcare trends, digital solutions and contemporary education approaches
- Strong appreciation of our businesses and product capabilities including Strategic Events, Publications, Training and ability to determine and conduct strategic pre-launch market shaping and lead promotional opportunities
- Understanding of the drug development process gained through extensive personal experience in the pharmaceutical marketplace
- An enthusiasm for eMedia and its applicability
- Strong consultative selling skills, also including a broad range of marketing, sales and communication skills
- Fluent in English and ideally a second European language
- Demonstrable contributions to ISPE or similar association

**Other:**

- This position is offered as either a full or part-time (minimum 50%) contract that will be established for up to three years with annual review of performance
- The position is based in Europe with some geographic flexibility

***For additional information or to submit a resume or curriculum vitae, kindly contact:***

Wendy Perez  
Director of Human Resources  
[wperez@ispe.org](mailto:wperez@ispe.org)

## POSITION OBJECTIVES / SCOPE OF WORK

Position: Vice President, ISPE European Operations

Reports To: President & CEO

Terms: Contract up to three years with renewable options based on successful performance

- Be ISPE's ambassador and "public face" in Europe and build a strong presence and respected reputation among professionals in the life science industry of Europe, in close cooperation with ISPE's European Regulatory Advisor and ISPE's European Affiliates.
- Work with European-based pharmaceutical companies, suppliers, regulators and other stakeholders to ensure strategic fit of ISPE's offerings within technical guidelines, training, events, etc.
- Work with ISPE's Global Headquarters as well as its representation in USA and Asia to ensure global coverage and alignment of ISPE's membership and product offerings
- Develop 1, 3 and 5-year European Business Plans for ISPE inclusive of activities leading to market shaping, membership and revenue development strategies sufficient to create an influential and self-sustaining operation in Europe.
  - Following Business Plan acceptance, develop recommendations for staff operation and implementation approaches
- Support ISPE's European Strategic Forum in achieving its charter and goals.
- Collaborate with Members, volunteers and the ISPE VP Professional Development in delivering the envisioned European event(s) for 2014 and beyond
- Working with the ISPE Regulatory and Compliance Committee's European Regional Team and ISPE Advisors in developing 1, 3 and 5-year relationship building plans with major health authorities and companies.

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