



Community Engagement Manager (12-Month Contract)

ClavystBio is looking for a Community Engagement Manager to support the planning and execution of the company's community engagement activities. This involves end-to-end aspects including sourcing and liaising with third party vendors, handling the registration process, supporting event collateral design and production, resource planning and assignment, and managing internal stakeholders, timelines and budgets. In this role, you will report to both the Operations Lead and Corporate Communications Lead, and work closely with the rest of the team.

About ClavystBio

ClavystBio is a life sciences investor and venture builder set up by Temasek to accelerate the commercialization of breakthrough ideas into health impact. ClavystBio invests and partners with innovators, entrepreneurs and founders, and fosters private and public partnerships to launch and grow global companies from Singapore.

Since its inception in 2022, ClavystBio has committed over US\$220m to biotech, diagnostics and digital health companies, as well as early-stage VC funds.

Roles & Responsibilities:

Overall Project Management Lead

- Manage overall project including mapping out timeline, project resourcing and budget requirements for all ClavystBio events
 - Track timeline, budget and RSVPs
- Source, evaluate, negotiate and manage third party vendors, including venue, F&B and other vendors as required
 - Work with ClavystBio management to develop and maintain a Community Events Playbook including shortlisted vendors, standard logistical arrangements and suppliers and project management framework for events
- Manage event registration process and digital event platforms, as required, to ensure a seamless experience for invitees
- Provide speakers liaison and management
- Support event collateral design and production, and social media content creation

Internal Stakeholder/Team Management

- Facilitate regular project update meetings
- Work with ClavystBio management to brief and guide assigned team members on their pre-event and onsite roles and responsibilities

Others

- Support programming of community events that engage stakeholders across the life sciences ecosystem
- Maintain database of ClavystBio's network of partners and event participants



- Manage social media tracking
- Facilitate post-event debrief including participant feedback

Candidate profile:

- At least 3 years of demonstrated experience in events management
- Strong project management skills with ability to handle multiple projects simultaneously
- Strong attention to detail
- Adaptable and able to react to changes quickly
- Ability to work independently and collaboratively with cross-functional teams
- Good interpersonal and communication skills
- Bachelor's degree preferred
- Driven and confident
- Familiarity with life sciences ecosystem will be advantageous

If you are interested in applying for this position, please email your resume to Christina Cheong at cheong.christina@clavystbio.com