

TESS Research Foundation

Research Program Manager (RPM)

JOB DESCRIPTION:

The Research Program Manager (RPM) is responsible for overseeing all scientific research supported by the organization, including scouting potential research funding applicants and evaluating proposals. Other key duties include research coordination, community outreach, and scientific outreach.

The position reports directly to the Executive Director, Scientific Advisory Board (SAB) and Chief Scientific Advisor.

RESPONSIBILITIES:

- **Manage grant program**, including: writing requests for proposals, soliciting proposals, responding to inquiries, formatting applications, managing review process, negotiating contracts, tracking progress, maintaining database of publications, updating website, and following up at mid-term and project completion
- **Be aware of current research** and trends on SLC13A5 and opportunities for TESS support
- **Support clinicians and scientists** studying SLC13A5 through administrative work, highlight compilation, grant or manuscript writing, and coordination of key personnel
- **Communicate with scientific and patient communities** regarding current research and opportunities to participate, including managing forum, presenting at gatherings and updating newsletters, website and/or social media with news and advancements
- **Undertake key initiatives** outlined in TESS Strategies for Research, Professional Education and Strategic Partnerships.
- **Liaison, monitor progress, and lead integration between key TESS initiatives** including but not limited to NHS, Ciitzen, Taysha etc.
- **Write and submit proposals** for presentations and workshops or symposia at professional conferences
- **Attend professional conferences** and strengthen relationships with NIH, FDA, and peer organizations e.g. CZI, ELC, REN, NORD, Global Genes, ISAN and others
- **Plan workshops, webinars, meetings or conferences;** coordinate logistics, scheduling and participant communications, as needed
- **Write Research Review synopses** for new publications as they come out
- **Work well with staff and Scientific Advisory Boards** to place TESS in a position of prominence in clinical and basic science research
- **Assist Scientific Advisory Board as needed**
- **Identify and develop relationships with highly qualified labs and researchers** who might be interested in partnership or funding opportunities.
- **Liaison/manager btw projects.**
- **Management of time and program plans**, efficiently and independently plan time, meet deadlines, initiate and follow through on tasks to ensure that goals and objectives specified for various programs are accomplished;
- **Prepare periodic reports and records on program activities**, progress, status or other special reports for management;
- **Evaluate program effectiveness** to develop improved methods, processes, and efficiencies

MINIMUM QUALIFICATIONS:

- PhD, MD, or other post-graduate 4 year degree in the science or medical field

- 2 years grant writing experience
- 2 years clinical or basic science research experience
- Experience working in a research or academic environment preferred.
- Excellent project management skills and attention to detail;

DESIRED QUALIFICATIONS:

- Knowledge of SLC13A5, epilepsy, and/or other rare neurological disease
- Knowledge of animal models used in SLC13A5 research
- Excellent technical computer skills, competent with Microsoft Office, Google Tools, project management software, and database software; good troubleshooting and conflict resolution skills.
- Strong written and oral communications skills, especially related to science communications
- Strong organizational skills
- Strong analytical skills
- Ability to foster a collaborative working environment, encouraging the integration of others' ideas
- Demonstrated record of initiative, problem solving, and adaptability
- Strong listening, communication, and collaboration skills
- Able to travel 4x/year
- Understanding of translational research and design and management of clinical studies
- Understanding of NIH rating scale, peer review, and statistics calculations
- Demonstrable empathy for people with rare diseases;
- All members of TESS staff are expected to operate as part of a team without the promotion of personal agendas and to exhibit a commitment to the organization.
- All staff must possess hustle, integrity, honesty and a sense of humor

SALARY/BENEFITS:

- Part-time to full time.
- Salary commensurate with experience.
- No health benefits.
- Paid Vacation/Leave policy.
- Start immediately.

To learn more about TESS Research Foundation, go to tessresearch.org

If interested, send letter of interest and resume to Kim Nye: kim@tessfoundation.org