Clinical Research Project Manager

The Dr. Susan Love Research Foundation, a 501 (c) 3 non-profit breast cancer research organization, is seeking a dynamic, motivated, highly-organized, detail-oriented, experienced Project Manager to become part of our team to manage and support our Army of Women Program ® and clinical research projects.

The Dr. Susan Love Research Foundation's mission is to achieve a future without breast cancer by focusing on prevention and finding the cause.

In October 2008, the Dr. Susan Love Research Foundation launched the Army of Women, a groundbreaking initiative which seeks to recruit women who are willing to participate in breast cancer research and link them to researchers throughout the country with open research studies. Since its inception, more than 375,000 volunteers have joined the Army of Women. The Clinical Research Project Manager will be responsible for managing all aspects of the Army of Women research portfolio and will be the liaison and the first point of contact for both researchers interested in utilizing the Army of Women as a source of recruitment for their research project and members of AOW who are volunteering to participate in studies.

In addition to the Army of Women program, the Dr. Susan Love Research Foundation also conducts clinical research within the Foundation focused on finding the cause of breast cancer. The Clinical Research Project Manager will be involved with these efforts including overall project coordination, patient recruitment, protocol development, patient consenting, and IRB submissions.

The Project Manager will report to the Chief Executive Officer, and will work closely with the Chief Visionary Officer and Research Director. S/he will have extensive experience in clinical and basic science research, as well as managing complex projects with multiple collaborators, limited resources, strict timeline, and big scope. A strong scientific background with emphasis on managing complex projects is required.

Principal Duties
The Project Manager will be responsible for managing the scope, timeline, budget, and resources for all Army of Women research studies, and will serve as the first point of contact for any researcher interested in utilizing the Army of Women. S/he will be responsible for managing a database of 20 studies per month, working closely with the external Scientific Advisory Committee to obtain approval, maintaining research subject lists and communicating relevant information to the researchers. S/he will also work closely with the researchers and their study coordinators in obtaining appropriate IRB approval before the launch of a study. The Project Manager will also be responsible for drafting research content for the Army of Women website, drafting quarterly research newsletters, conducting research webinars, organizing Scientific Advisory Committee meetings, drafting research study emails and interfacing with the members of the Army of Women.

The Project Manager will also be responsible for managing the scope, timeline, budget, and resources for all the external and internal clinical research studies at the Dr. Susan Love Research Foundation, and will serve as the first point of contact for both research collaborators and women interested in taking part in various Foundation research projects. S/he will be responsible for managing a portfolio of approximately 3 multi-centered active studies, and duties will include obtaining and maintaining IRB approvals, daily communication of relevant information with the centers, developing new protocols, budgets, standard operating procedure manuals, data safety monitoring regimes, and data-input from CRFs. In addition, s/he will organize on site research at the Foundation, including patient recruitment, organizing clinical personnel and conducting follow up calls.

The Project Manager is responsible for attending medical conferences, drafting abstracts, assisting in writing articles for medical journals, and spearheading the recruitment of scientists and promotion of the Army of Women in the scientific community as well as to the public. The Project Manager will work very closely with other members of the Foundation team, such as the Community Engagement team and the Communications and Marketing team to promote the Army of Women studies to members of the Army of Women and the general public, as well as to recruit new members into the Army of Women. The Project Manager will also work closely with the Epidemiology Research Manager, who manages the Foundation’s Health of Women [HOW] Study™ and designate Army of Women responsibilities for the Programs Coordinator, who supports both the Army of Women Program and the Health of Women [HOW] Study.

S/he works well within the core values of the organization, which are:

- Be Optimistic with an entrepreneurial spirit
- Build Relationships that Last
- Be Resourceful and Take Initiative
- Challenge Yourself to Grow and Learn
- Collaborate Openly & Honestly
- Show That You Care
Strive For Balance

Experience, Education and Skills

5-7 solid years of relevant project management experience in basic or clinical research

Previous experience as a Clinical Research Coordinator a plus

College degree is required (BA, BS); MS or MPH is preferred

Institutional Review Board experience is required

Familiarity with translational and clinical trials research, ICH guidelines, and SOP manuals required

Highly detail oriented

Strong writing skills

Great verbal communications skills and personal presentation

Ability to oversee/manage multiple projects at once

Success working within a fast-paced, mission-focused environment

Uncompromising integrity and strong commitment to the highest standards of professionalism

Creative, collaborative, and pro-active style

Sound judgment and a creative manner of approaching issues and devising sound solutions based on thorough research, information analysis, and collaboration

Results-oriented, energetic, and agile

Relevant computer skills for communications: Word, Excel, PowerPoint, etc.

Excellent interpersonal skills and maturity are critical

Work successfully with others

Comfortable and professional dealing with the general public and the scientific community

Well organized and highly detail oriented, able to take initiative, work independently and work well with an interdisciplinary team.

Must be flexible and willing to travel
Compensation

Position is full-time with complete benefits package. This is an exempt position.

Please send resume and cover letter to jobs@actwithlove.org and reference the job title in the subject line.