

TSC Alliance Silver Spring, Maryland

Science Project Coordinator

The TSC Alliance is an internationally recognized nonprofit that does everything it takes to improve the lives of people with tuberous sclerosis complex (TSC). TSC causes tumors to grow in different organs and can impair their function, primarily the brain, heart, kidneys, skin, eyes, and lungs. Changes in the brain caused by TSC have the biggest impact on quality of life, from seizures and developmental delays to intellectual disabilities, behavioral challenges, and autism. The TSC Alliance drives research, improves quality and access to care, and advocates for all those affected. The TSC community is our strongest ally. The collaboration of individuals and families, along with the partnership of other organizations, fuels our work to ensure people navigating TSC have support and hope—every step of the way.

- We use a comprehensive approach to improve quality of life for people with TSC, fueling innovative research while making sure that, day-to-day, individuals are diagnosed early and receive the highest quality care available.
- We advocate for government policy for equitable healthcare access and federal funding for TSC research.
- Our work wouldn't be possible without the commitment of our TSC community. Advancing research requires passionate individuals including individuals with TSC and their caregivers, multidisciplinary clinical and non-clinical investigators, government, and industry.
- We work to continuously improve the quality of and access to care. This is done in partnership with dedicated healthcare professionals and volunteers. Raising awareness takes the work of families, individuals, and volunteers.
- We want to create an environment where all individuals feel included, our organization reflects and serves the broad diversity of our community, and we bridge health inequities.

With an annual budget of \$9.2 million, the TSC Alliance advocates with and on behalf of our community to ensure everyone living with TSC has what they need to live their fullest lives. The TSC Alliance's research strategy focuses on driving collaborative science through five programs: Research Grants, Natural History Database, Biosample Repository, Preclinical Consortium, and Clinical Research Consortium. The Science Project Coordinator will ensure TSC Alliance scientific projects and collaborations flourish by developing, tracking, and meeting project milestones, budgets, and work plans. The role is a hands-on position which includes interacting with dozens of external researchers and healthcare professionals plus various TSC Alliance staff members, especially within the Science and Finance Departments. The Science Project Coordinator will monitor progress of multiple research collaborations, develop materials to communicate scientific concepts and impact, report on project outcomes, schedule and plan meetings with clear agendas and follow-up actions, and perform other project management-related functions.

This is a full-time position based at the TSC Alliance headquarters in Silver Spring, MD, currently working three days per week in the office and two days per week from home. Full-time remote work may be considered for an exceptional candidate.

ORGANIZATIONAL STRUCTURE AND INTERFACES

- Reports to: Chief Scientific Officer
- Primary Interfaces (internal): Vice President, Translational Research; Manager, Translational Research; Research Project Manager; Director, Medical Affairs; Director, Government and Global Affairs; President and CEO; Finance Department; Communications Department
- Primary Interfaces (external): Academic and industry researchers and business development offices, vendors and contract research organizations, advisory boards, and individuals with TSC and their families/caregivers.

RESPONSIBILITIES

Coordinate projects across the Science Department team to ensure projects are progressing as planned toward milestones, goals, and budgets

- Work with all Science Department staff to ensure project commitments are met, including cross-training on key department initiatives such as biosample collections, medical data entry, workshops and meetings, contracts, invoices, etc.
- Contribute to planning and implementation of TSC Alliance-sponsored conferences, workshops, and meetings.

Manage the TSC Alliance's Research Grants and Postdoctoral Fellowship Programs

- Develop funding opportunity announcements, set up online portals, and manage the review process and contracting for research grants or fellowships.
- Coordinate review of grant applications by external reviewers at all stages of the process, prepare and negotiate grant contracts, and manage payment and progress reporting schedules, ensuring financial and progress reports are received and reviewed.

Coordinating communications and follow-up activities with TSC Clinics and Centers of Excellence

- Support Director of Medical Affairs to maintain strong relationships with TSC Clinics and Centers of Excellence.
- Organize meetings of clinic directors and professional advisory board members.

Increase visibility of TSC research and its relevance to the community

- Develop both technical and non-technical documentation of research activities, results, and significance.
- Collaborate with the Communications Department to publish research activities on the TSC Alliance website, social media, or other outlets.
- Create content to raise the scientific literacy of the TSC community.

Assist Science Department team members and perform other duties as assigned by the Chief Scientific Officer.

CORE VALUES

Build Value-Based Relationships: Generating alliances internally and externally by continuously identifying and acting on those things that will create success for the organization and its constituents, researchers, health care professionals and communities.

Contribute to Team Success: Actively participating as a committed member of a team and working with other team members to help complete goals and deliverables.

Customer Focus: Making customers (external and internal) and their needs a primary focus of one's actions; developing and sustaining productive relationships; and creating and executing plans and solutions in collaboration with team members internally and externally.

Provide and Accept Feedback: Objectively observing, analyzing, and sharing perception of other people's performance to help reinforce or redirect behavior to improve performance and results and providing feedback that is timely, specific, behavioral, balanced, and constructive.

Work Standards: Setting high standards of performance for self; assuming responsibility and accountability for successfully completing assignments or tasks; and self-imposing standards of excellence rather than having standards imposed.

Consult: Providing timely, specific information, guidance, and recommendations to help volunteers, Community Alliances and fellow staff members make informed committed decisions that will lead to sustainable impact.

Establish Collaborative Working Relationships: Developing and using collaborative relationships to accomplish work objectives; developing relationships with other individuals by listening, sharing ideas; and appreciating others' efforts.

Equity, Diversity, and Inclusion: Ensure equity, diversity and inclusion permeate our organization and our work.

Successful completion of the projects noted in the success factors above requires cooperation with our staff team, board, volunteers, donors, and key corporate and foundation partners. Quickly establish working relationships to complete projects as described above.

QUALIFICATIONS

- Bachelor's or advanced degree with at least two years' experience managing or coordinating scientific projects in an academic, industrial, non-profit, or government setting.
- Demonstrated ability to track timelines for multiple projects simultaneously to ensure the team is aware of and can mitigate potential risks to timelines.
- Ability to work well with others as part of a team, particularly a team in which accountability and responsibilities are shared with others. The successful candidate will seek to grow and learn continuously and to share his/her/their own knowledge and experience with others.
- Strong communication skills, including in-person, and virtual meetings, and writing, including formal (e.g., reports, letters) and informal (e.g., email) methods. The successful candidate must communicate clearly with people having a variety of experiences, including scientific and clinical professionals, individuals from diverse cultural backgrounds, and those with disabilities or their caregivers.
- Excellent organizational skills and strong attention to detail, with proven ability to manage multiple tasks.
- Ability to problem-solve and complete tasks with minimal oversight.
- Demonstrated flexibility to prioritize workload to meet changing project timelines.
- Comfort with technology, including setting up and utilizing web meetings, teleconferences, and online secure document sharing. Proficiency with Microsoft Word, PowerPoint, and Excel is expected.
- Ability to travel occasionally within the continental United States. Trips may occur over a weekend 1-6 times per year.