

TSC Alliance®
Silver Spring, Maryland

Research Project Coordinator

The TSC Alliance is an internationally recognized nonprofit that improves quality of life for everyone affected by tuberous sclerosis complex (TSC) by catalyzing new treatments, driving research toward a cure and expanding access to lifelong support. 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 promising research while making sure that, day-to-day, individuals are diagnosed early and receive the highest quality care available. We also use our voice in policy around equitable healthcare access and federal funding for TSC research.
- Our work wouldn't be possible without the commitment of our community. Advancing research requires dedicated investigators, individuals with TSC, government and industry. Improving quality of and access to care demands healthcare professionals and dedicated volunteers. Raising awareness requires the work of families, individuals and volunteers.
- The TSC Alliance will always advocate for and defend TSC research at all levels. We will rally the community to help mitigate the impact created by cuts to federal funding and keep scientific advances moving forward.
- We strive 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.
- We bring together thousands of supporters to fuel our mission. We aim to fundamentally transform our donor base and increase funds available for research, community programs and advocacy to create a brighter future for everyone impacted by TSC.

With an annual budget of \$10.1 million, the TSC Alliance advocates with and on behalf of the TSC community to help ensure that everyone living with TSC has the resources and support needed to live their fullest lives. Reporting to the Sr. Manager, Translational Research, the Research Project Coordinator helps drive the successful execution of the TSC Alliance's scientific initiatives by ensuring projects are well coordinated, deliverables are tracked, decisions are documented, and collaborators remain aligned on priorities and timelines. Through organized project management, clear communication, and accurate scientific and operational support, this role contributes directly to advancing research programs, strengthening partnerships, and accelerating progress toward improved outcomes for people affected by TSC.

Expected Outcomes: In the first year, the Research Project Coordinator will help strengthen the execution of TSC Alliance research initiatives by keeping project information current, improving visibility into milestones and deliverables, supporting timely follow-up with collaborators, and helping ensure scientific activities move from planning to implementation with clear documentation and accountability.

This is a full-time position. The role may be hybrid for a local candidate, with three days per week in the Silver Spring office and two days working remotely, or fully remote for a candidate located outside the Washington, DC, area.

ORGANIZATIONAL STRUCTURE AND INTERFACES

Reports to: Sr. Manager, Translational Research

Primary Interfaces (internal): Science and Medical, Development, Communications, Community Programs, Community Outreach/Finance, and other cross-functional staff partners.

Primary Interfaces (external): Academic and industry researchers; vendors and contract research organizations (CROs); members of the TSC Preclinical Consortium and

TSC Clinical Research Network; the Science and Medical Committee of the Board of Directors; and individuals with TSC and their families or caregivers.

KEY RESPONSIBILITIES

Research Project Coordination and Operations

- Support assigned research projects by tracking deliverables, decisions, risks, timelines, and progress across a portfolio of scientific programs.
- Promote timely decision-making and execution by coordinating communication with external collaborators and ensuring alignment on objectives, responsibilities, timelines, and next steps.
- Strengthen research operations by maintaining accurate, accessible records for projects, funding opportunities, contacts, study documentation, and key deliverables.
- Improve cross-functional execution by supporting coordination among research, community engagement, development, and communications functions.
- Increase meeting productivity and follow-through by scheduling stakeholder meetings, preparing agendas and slides, recording minutes, and documenting outcomes, decisions, and action items.

Research Landscape

- Contribute to the dissemination of research findings by assisting with data analysis, figure preparation, and manuscript development for scientific publications and presentations.
- Support strategic research engagement by working with scientific staff, TSC Preclinical Consortium members, and other partners to maintain an up-to-date list of potential drug targets and companies for outreach and collaboration.

Development and Communications

- Increase understanding and engagement among community and donor audiences by helping translate scientific information into clear, accessible, lay-language materials.

Scientific Meetings and Workshops

- Coordinate communication and use of project management tools across science and medical programs to improve alignment, reduce duplication, clarify next steps, and support timely completion of shared program deliverables.
- Help deliver effective scientific meetings and workshops by scheduling meetings and documenting decisions and action to support planning, logistics, production, and follow-up for virtual and in-person events.

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.

QUALIFICATIONS

- Bachelor's degree and at least two years of experience supporting multiple scientific projects in an academic, industry, nonprofit, or government setting are required, with demonstrated ability to move projects from planning through completion.
- Strong self-direction, organizational skills, and attention to detail are required. The successful candidate will demonstrate the ability to manage a diverse workload with limited supervision, set priorities, identify risks or barriers, and follow projects through to completion.
- Excellent interpersonal and communication skills, with the ability to engage effectively with scientific and clinical professionals, individuals from diverse cultural backgrounds, people with disabilities, and family members or caregivers to support shared goals and timely results.
- Ability to work effectively as part of a collaborative team, particularly in an environment where accountability and responsibilities are shared. The successful candidate will demonstrate a commitment to continuous learning, knowledge sharing, and collective achievement of deliverables.
- Proficiency with technology is required, including web meetings, teleconferences, secure online document sharing, and scheduling across multiple time zones. Proficiency with Microsoft Office and SharePoint is expected. Experience with project management tools, such as Smartsheet or Asana, and research applications, such as GraphPad Prism or EndNote, is preferred.
- Ability to work asynchronously in a remote or hybrid environment, with strong analytical and problem-solving skills that support timely decisions and practical solutions.
- Must be based in the United States and able to travel occasionally within the continental United States. Travel may include weekend commitments one to three times per year. The TSC Alliance headquarters are in Silver Spring, Maryland.