



**Position Title:** Scientific Program Manager

**Position Duration / Type:** Full-time

**Location:** Remote

**Salary:** \$75,000 - \$90,000 per year, depending on experience

**Reports to:** Executive Director

**Posting Date:** September 15, 2023

**Applications Due:** October 6, 2023

### **About Team Telomere**

The mission of Team Telomere is to empower individuals worldwide impacted by Telomere Biology Disorders with information and support services, to advance improved diagnosis through education and advocacy, and to accelerate the medical and scientific community's research in finding causes, effective treatments, and a path towards a cure.

Our vision is to see a world where every person impacted by Telomere Biology Disorders – including the affected individuals, caregivers, researchers, and clinicians – has accessible care, community, and resources, with the goal of positively changing the course of this disease, driving toward improved treatments and ultimately one day a cure.

### **Position Overview**

We are seeking a dedicated and highly motivated Scientific Program Manager to join our team. In this role, you will be responsible for coordinating and advancing our scientific advocacy efforts, facilitating educational outreach and research initiatives, managing scientific teams, and overseeing research development initiatives. The successful candidate will play a vital role in promoting scientific excellence, research, education, and collaboration within the TBD community.

### **Duties and Responsibilities:**

The Duties and Responsibilities of the Scientific Program Manager will include, but may not be limited to, the following:



### **Scientific Advocacy Coordination:**

- Identify workshops, conferences, and symposiums with significant scientific impact for Team Telomere.
- Prepare and submit abstracts and proposals for presentations at professional conferences.
- Attend professional conferences to strengthen and nurture relationships with relevant stakeholders and peer organizations, including NIH partners, the FDA, clinicians, and researchers.
- Lead the planning and execution of Team Telomere hosted scientific meetings. This includes the biennial Team Telomere Scientific Summit as well as biannual Research Roundtables.

### **Scientific Education and Research Development:**

- Stay updated on latest research developments in the Telomere Biology Disorder field.
- Summarize new research findings by writing research summaries for recent publications and communicate these updates to the patient community in an accessible manner.
- Develop and update educational materials to reflect the current research in the field.
- Collaborate to coordinate initiatives related to the Telomere Biology Disorder patient registry powered by RARE-X
- Distribute educational resources, including brochures, educational one-pagers, and the *Diagnosis and Management Guidelines*, to the patient and scientific community.

### **Scientific Team Coordination:**

- Work effectively and efficiently with staff and Medical Advisory Board to place Team Telomere in a position of prominence in clinical, translational, and basic science research.
- Update and involve the Medical Advisory Board in scientific and research efforts. Coordinate and moderate quarterly meetings.
- Direct and lead the Team Telomere TRACTS (Translational Research Accelerating Collaborative Telomere Science) committee to complete tasks and projects as appropriate.



- Prepare and present quarterly reports to the Board of Directors on the progress, outcomes, and impact of scientific programs.
- Identify and develop relationships with qualified clinicians, researchers, laboratories, and institutions who might need support or be interested in partnership or funding opportunities.
- Coordinate the Centers of Excellence review process to identify centers that are committed to excellence in advancing TBD care and follow-up with the on-going support needs of the centers.

**Scientific Development:**

- Oversee grants that have a focus on scientific and research development. This includes writing grant proposals, tracking and leading progress, and fulfilling grant reporting requirements.
- Manage the grant application and review process, including soliciting proposals, evaluating submissions, monitoring awarded grants for compliance with guidelines, and communicating outputs with community and relevant stakeholders.
- Establish and implement performance metrics to evaluate the effectiveness and impact of scientific programs, making data-driven recommendations for improvement.
- Work with ED to develop metrics to make recommendations for growth and continuous improvements to scientific programs and capacity.
- Define and implement scientific program strategies, objectives, and milestones that align with the organization's mission.
- Ensure all research activities, grants, and scientific programs adhere to ethical standards, legal regulations, and compliance requirements.
- Assist in setting measurable short-term scientific goals to see the fulfillment of long-term goals.



### **Qualifications:**

- An M.S. , Ph.D. degree or an equivalent is required, with at least two years of experience in academic, industrial, non-profit, and/or government settings.
- Strong organizational skills, time management skills, and attention to detail. The successful candidate will have demonstrated the ability to manage a diverse and adapting workload with limited supervision, set priorities, and follow projects through to completion.
- Grant writing experience is advantageous.
- Experience with scientific project management, clinical research coordination, and IRB processes is preferred.
- Stellar communication skills are required, especially in science communication, including verbal and written communication.
- Willingness to continuously grow and learn and to collaboratively share knowledge and experience with the team.
- Competency in Microsoft applications (including Word, Excel, PowerPoint) and Google Suite
- Ability to travel, such as to professional society meetings.

### **Attitudes and Beliefs:**

- You are a professional and poised caretaker of sensitive information about patients, caretakers, donors, and other members of the Team Telomere community
- You are energetic, outgoing, flexible, and able to thrive in a collaborative, evolving environment
- You regularly demonstrate strong self-motivation, strategic thinking, and the ability to work independently.
- You have exceptional project management skills, a knack for working backward from deadlines, and can deal with curve balls thrown at your work plan.
- You have a keen attention to detail, a love of adhering to organizational systems, and aren't satisfied until you have produced a high-quality work product.
- You are reliable and a friendly communicator who reaches out and follows up with professional persistence.
- You are a creative thinker and willing to test out new ideas.



### **Hours of Work and Compensation**

- 40 hours/week, flexible
- \$75,000 - \$90,000 annually DOE
- Travel stipend when asked to represent Team Telomere for organizational-related travel
- Resources and career development tools will be provided on a case-by-case basis

### **To Apply**

Candidates should send a biographical sketch / curriculum vitae and cover letter to [careers@teamtelomere.org](mailto:careers@teamtelomere.org) with "Scientific Program Manager" in the subject line by October 6th, 2023. No direct calls, please.

*Team Telomere is a 501(c)(3) nonpartisan organization that is committed to building an inclusive community where all individuals and groups belong. Team Telomere intentionally supports the empowerment of women, people from diverse backgrounds, the LGBTQ+ community, people with disabilities, and groups that have been historically marginalized. We are stronger together. Together we are better equipped to build a more just, equitable world without these devastating diseases. We encourage all qualified candidates to apply for this position.*

### **Conflict of Interest and Proprietary Information:**

The Scientific Program Manager will abide by and sign Team Telomere's Conflict of Interest policy each year and adhere to other policies as adopted by Team Telomere's Board of Directors.

### **Benefits and Vacation:**

The Scientific Program Manager position does not provide any employer paid benefits nor does it include a formal vacation policy. The Scientific Program Manager will use discretion in regard to timing and amount of time-off and will communicate periods of absence to the Executive Director.



**Termination by Employer:**

The Scientific Program Manager is an at-will employee of Team Telomere. The Scientific Program Manager reports to and can be terminated only by the Executive Director.

**Notice of resignation:**

All resignations must be confirmed in writing. It is required that a minimum of two weeks' notice is provided to facilitate a smooth transition.