

Position: Research Director	Status: Full Time Position
Reports to: Executive Director	Supervisory Responsibility: n/a
Location: Downingtown, PA Office	Must be willing to travel and work weekends.
<i>Join a high energy, committed team of professionals dedicated to supporting the advancement of research leading to treatments to improve quality of life for people living with Friedreich's ataxia.</i>	

Position Summary:

Work with FARA's Executive Director and Scientific staff to implement the scientific strategic strategy and operational programs that support and advance the research and drug development for Friedreich's Ataxia (FA). Work with all stakeholders (industry, academia, patient families, donors and government partners) to achieve this goal through facilitating collaboration, sharing of research tools and ideas, and using the FARA grant mechanisms to maximize impact of FARA's funding dollars. Direct and manage specific FARA-led efforts to develop tools to accelerate research such as development of new models, biomarkers and endpoints. Help FARA organize scientific workshops and meetings, and represent FARA and the FA community at scientific meetings run by other groups.

The successful candidate will have professional experience working in research or drug development for FA or a related disease, have an understanding of the process of basic research, drug development and clinical research, have excellent interpersonal/ teamwork skills, and demonstrated interest in the development of treatments, preferably for rare diseases. The candidate will be given the opportunity to show initiative, acquire new skills and grow professionally.

Professional Experience Requirements:

- Doctoral degree required
- Prior research/medical/clinical service experience required
- Non-profit (academic or advocacy) experience or experience in related biotech/pharmaceutical industry preferred
- Scientific/research acumen
- Demonstrated scientific understanding of FA or related diseases (mitochondrial diseases/ataxias)
- Demonstrated understanding of drug discovery and basic science processes, including grant applications and project management

Skills Requirements:	<ul style="list-style-type: none"> • Strong written and verbal communication skills, including ability to explain science to the lay public • Time management and organizational skills • Ability to work in a team setting and independently • Ability to manage projects and outside teams • Ability to establish a positive public presence in the research community and rally various stakeholders around organization mission, and build collaboration <p>Proficient with a variety of software programs including grant management software and client relationship management (e.g., Salesforce, Microsoft Office – Word, Excel, PowerPoint, Publisher and Adobe Acrobat)</p>
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Essential Responsibilities:

Support FARA Scientific Research Programs:

Working with the Executive Director and Scientific Review Committee (SRC), the Research Director will have responsibility across all aspects of the FARA Grant Program:

- Initiate requests for proposals, review letters of intent and grant applications with the scientific advisory board (SAB) and scientific review committee (SRC); take part in the internal review process and help to identify external peer reviewers
- Assist with the administrative aspects of the grants process; soliciting peer-reviews and obtaining progress reports and negotiating funding agreements with grantee institutions
- Manage portfolio for 1/3 of the grants awarded (10-12 grants) – establish relationships with awardees, plan annual visits and/or web meetings for follow up on ongoing research projects; review progress reports and budgets.
- Identify new applicants, projects and ideas that merit FARA funding and work with investigators to encourage applications.

Manage FARA-led Projects

- Work with FARA SAB, Executive Director, and outside personnel, assess the needs of the scientific and drug development communities, and initiate and lead new projects to fill those gaps (for example, new model development or characterization, drug screens, early discovery/pipeline investigations, biomarker initiative)
- Identify third parties (academic, industry or other) needed to complete projects; engage & and encourage collaboration, oversee development of scopes of work
- Manage projects to budget & timelines

Scientific Meetings

- Represent FARA at relevant national and international meetings, reporting back relevant new research ideas, contacts and new developments
- Organize smaller FARA-run workshops on specific topics, designing agenda, determining invitees etc
- Write summaries of relevant meetings
- Work with other stakeholders to organize biannual International Ataxia Research Conference

Communications

- Facilitate communication among all stakeholders and sectors of the FA research community, cultivating strategic partnerships with other organizations and individuals in pursuit of FARA's research goals.
- Contribute to relevant articles on to FARA publications and website – research funding updates, translating scientific publications and advances for the lay community.
- Answer questions from patients and families about research matters
- Educate patients and families about FARA's research activities through webinars, in-person presentation and other means

How to Apply:

Email a cover letter and resume to jen.farmer@curefa.org . Include "Research Director" in the subject. Please include salary requirements. Application deadline: May 1, 2017.