



Science Research & Grant Manager

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

BACKGROUND:

Skin cancer is the most common cancer in the United States, with melanoma being the most lethal. Current statistics rank cutaneous melanoma as the fifth most common cancer among both men and women and the first in young adults 25-29. Unmet needs include reimbursable routine screening, prevention directed at all age groups and earlier diagnosis.

Melanoma research is an exciting, fast moving field that includes an evolving use of artificial intelligence and molecular-based diagnostic/ prognostic tests to assist with earlier diagnosis, as well as 20 new treatments approved by the FDA since 2011 including the first in ocular melanoma. Melanoma has been referred to as the poster child for targeted therapies (BRAF and MEK inhibitors) and immunotherapies (checkpoint inhibitors) where they were first developed and subsequently shown to have efficacy in other cancers. Given current treatment options, it is estimated that more than 1.3 million Americans are melanoma survivors.

The Melanoma Research Foundation (MRF; <https://melanoma.org>) is the largest independent organization dedicated to eradicating melanoma by accelerating medical research while educating to and advocating for the melanoma community. Since 1998, the MRF has funded 269 grants across the career spectrum of medical students through established investigators, including individual and team awards and in conjunction with other Foundations. The MRF supports research in cutaneous melanoma as well as the rarer subtypes.

JOB SUMMARY:

This position is responsible for managing the science research and peer-reviewed research grant programs.

The Science Research Manager (Manager) must participate in, be knowledgeable about, generate a calendar of, and support the MRF staff/CEO/Board on the broad research agenda which includes: grants, scientific workshops gap areas and their associated output and scientific advisory meetings so that the program functions seamlessly with education, advocacy, development and communications divisions. The Manager works closely with the Science Officer, Scientific Advisory Committee and Board Subcommittee on Science Research to develop, advance and communicate the MRF's portfolio which includes scientific workshops that address gap areas, resultant white papers, relevant new initiatives and return on investments (ROI). The Manager will attend national scientific meetings (ASCO, AACR, SMR and SITC) as needed and participate in the programmatic meetings that work across the MRF to ensure a cohesive program and develop scientific aspects of the Education, Advocacy, Communication and Development programs. The Manager will interface with top melanoma clinician-scientists, advocates and multisector partners including societies, government and pharma/biotech.

The Manager will have primary responsibility for the grantmaking process of the peer-reviewed research grants (see details below), including its library of research since 1998, which currently operates at an annual budget of 2 million dollars.

DUTIES AND RESPONSIBILITIES

Program Development: Grant management: manage and build all aspects of the annual grant program. This includes, but is not limited to:

- Manage the grant platform (Proposal Central)
- Serve as first point of contact for grant applicants and recipients
- Draft RFPs in conjunction with the Scientific Advisory Committee (SAC) and Grant Scientific Research Officer (SRO)
- Maintain a master calendar of deadlines and deliverables
- Maintain a library of grant support documents
- Maintain grant compliance including facilitate grant contracts and agreements; tracking signature pages/ scientific progress reports/ financial disbursements
- Prepare reports and provide information for the website, Board, newsletters and pamphlets
- Provide annual reports to the Development Team for donor-directed grant outcomes
- Develop compelling analyses, assessing ROIs and identifying new opportunities within a larger national landscape and consistent with MRF's mission
- Ensure acknowledgment of funders
- Solicit advocate reviewers to participate in the annual grant process

Programmatic support:

- Work with the Science Officer to meet or exceed annual strategic plan goals
- Attend in-person and virtual research events for both the MRF and national organizations as needed
- Participate in the creation, planning, and implementation of new and existing projects
- Collaborate with the Science Officer and Advisory Committees to plan scientific workshops/meetings, includes drafting agendas, speaker selection, logistics support , outreach and minute taking.
- Grow the content on the research portion of the MRF website in conjunction with the Science Officer and Communications team
- Work with the Communications team to communicate and expand the visibility of the MRF research portfolio
- Identify new promotional materials that would highlight the research program, as well as ensure existing materials are accurate
- Initiate and manage surveys as needed and generating reports for internal and external circulation
- Maintain and build relationships with the melanoma science community and multisector research partners
- Attend and actively contribute to internal MRF program and strategy meetings
- Provide general administrative support to the Research team as needed

KNOWLEDGE, SKILLS, AND ABILITIES: Reflects the minimum specific competencies required for job performance.

- 1-3+ years of medical/ science research experience in the lab or clinic, public health experience, internship RN experiences acceptable
- Prior grant development, management and/or writing will be considered a strong bonus
- Demonstrated analytic and persuasive writing skills experience, editing skills, presentation of data in compelling ways to multiple readers
- Team-player with a positive attitude who is able to effectively work with multiple constituents
- Excellent critical thinking, organizational, time management, and problem-solving skills
- Excellent oral communication skills.
- Ability to communicate science and research content and drug approvals in melanoma to lay people as well as the scientific community.
- Ability to represent the Foundation with a professional and competent manner.
- Knowledge of research and medical terminology.
- Attention to detail
- Ability to take initiative
- Ability to set priorities
- Proficient using Microsoft Office applications; knowledge of Proposal Central a bonus
- Ability to travel up to 10-15%
- Position is based in Washington, DC. Remote candidates considered.

EDUCATION:

Bachelors degree in science required; Masters, public health experience or RN degrees are desired.

ADA PHYSICAL DEMANDS:

The physical demands represent those that must be met by an employee to successfully perform the essential duties and responsibilities of the position. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- The position requires being seated several hours a day
- The employee must frequently speak and hear as well as utilize the telephone, computer keyboard and monitor, pen and paper
- The employee is required to walk and/or travel by car, train, or plane