



Director of Research

JOB SUMMARY

The Lupus Foundation of America, Inc. (LFA) is the nation's leading voluntary organization exclusively serving the entire lupus community including persons with lupus, their families, physicians, researchers, and the general public. Our mission is to educate and support those affected by lupus and find the cure. The Director is responsible for oversight, day to day management and implementation of LFA research related programs and initiatives and ensuring that they continue to meet organization wide strategic goals and outcomes.

ESSENTIAL FUNCTIONS

The Director of Research must demonstrate a high level of professionalism, accuracy, sensitivity, discretion, good judgment and diplomacy. The work involves strategic thinking and the use of well-developed skills in written and verbal communications, technical computer applications and administrative support.

The Director is the go-to person for the CEO and Chief Scientific Officer. They must work well, and be productive working both independently and as part of a team. The individual will work in cooperation with the research team to facilitate collaboration across the LFA, with vendors, external partners and other key stakeholders. This individual must also be comfortable working in a fast-paced environment and managing staff.

The Director's responsibilities will include but are not limited to:

Overall Responsibilities

- Serving as thought partner and participating in departmental planning and budgeting to identify opportunities for research budget continued growth.
- Maintaining a high degree of awareness of the current scientific state and advancements in relation to LFA by attending relevant symposia, scientific meetings and workshops, and review of key journals. (as funds are available)
- Providing leadership and management of LFA's research staff.
- Maintaining a research environment that encourages creativity, collaboration, and efficient utilization of resources.

Research Program Responsibilities

- Stewarding all peer review program efforts and manage staff responsible for grant administration, tracking and invoicing.
- Working across departments to quantify the impact of our efforts.
- Coordinating with internal LFA audiences to promote the results of LFA's research in key scientific venues including meetings and journals.
- Participate in local and national outreach programs to enhance exposure and create a consistent and positive view of the organization's research efforts.
- In concert with Marketing and Communications, develop research program marketing and web related materials and content.

- Work with development and fundraising team to support research –related fundraising activities, grant and proposal writing.
- Assist with research required to respond to specialized requests as directed.

Partnership & Stakeholder Collaborations

- Developing and maintaining collaborative research partnerships to further the mission of the organization, including familiarity with drafting or revising collaboration agreements
- Understand how to conduct qualitative research and lead efforts for the organization to support organization priorities.
- Serving as daily contact for LFA’s Medical Scientific Advisory Council (MSAC) as well as ensuring that the group is:
 - Comprised of the foremost lupus key opinion leaders
 - Fulfilling their agreed –upon responsibilities
 - kept up to date on latest organization news, local events, partnership opportunities

Organizational Support

- Support LFA National office activities, which include but are not limited to Advocacy Day events, the yearly Gala, yearly Annual Meeting, Board meetings and Corporate Advisory Council meetings.
- Other organization responsibilities as assigned.

EDUCATION AND EXPERIENCE

The Director must have an undergraduate degree and preferably an advanced degree in public health and/or science writing and/or have been part of a research team. The individual must have project management experience and is comfortable and successful in managing people and demonstrated experience forming or maintaining collaborative relationships with stakeholders. The individual must have a thorough understanding of qualitative and quantitative research methodology, including study design, protocol writing, data analysis and must have a strong familiarity with drug development processes, or clinical research.

The individual must be comfortable working in a fast-paced, deadline-driven environment and be familiar with the NIH process for grant review and scoring. Excellent written and communication skills and ability to coordinate multiple programmatic activities is required.

Minimum of 6 years of related experienced required. A working knowledge of FLUXX, Qualtrics, and Salesforce is preferred.

TO APPLY:

Interested and qualified candidates should send a cover letter (including salary requirements), writing sample, and resume to HR@lupus.org with “Director of Research” in the subject line.