



**TITLE:** DIRECTOR, SCIENTIFIC AFFAIRS

**SUPERVISOR:** EXECUTIVE DIRECTOR

The Director of Scientific Affairs, a senior leadership position, provides management and oversight for SFA's scientific programs, including but not limited to SFA's research initiatives, science collaborations, and analysis and distribution of sarcoma research information. This person provides leadership to other staff in support of the SFA science programs.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

The Director of Scientific Affairs will be responsible for the following:

- Oversee the design, delivery, evaluation and quality of SFA's grants program.
- Ensure that SFA is responsive to, and builds effective relationships with its grantee community.
- Effectively communicate the progress that has been made in sarcoma research, specifically by research funded or advocated for by the SFA.
- Further develop and engage SFA's Medical Advisory Board.
- Track research grants program statistics and outcomes and work with the SFA team to promote the program and outcomes.
- Identify new research funding opportunities that could be added to SFA's research portfolio.
- Analyze and interpret scientific information and prepare analyses of studies, overviews of scientific meetings, and summaries of science articles for internal and external audiences.
- Conduct research, data gathering and analysis for the preparation of science related articles and presentations.
- Develop and implement a young investigator/researcher program to encourage research in sarcoma; enhance early career development of outstanding young sarcoma investigators; and increase opportunities for young sarcoma investigators.
- Act as a liaison to industry partners on clinical trials and research collaborations.
- Collaborate with SFA staff to develop content and programming for education programs.
- Provide scientific input, statistics or other relevant information for funding proposals and communication pieces.
- Work with the Communications team to develop materials both tailored to select audiences and more broadly accessible to a larger community and review and edit science and research related materials for accuracy and context.
- Keep up to date on sarcoma research information and share the information with internal and external stakeholders.

- Participate in appropriate national conferences, and meetings to gain information on the sarcoma research community and develop relationships that will further the achievement of SFA's research mission.
- Other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

The Director supervises at least one staff person.

## **QUALIFICATIONS & REQUIREMENTS**

A senior level position, the Director shall possess:

- At least 10 years of experience in the development and implementation of science-based programs.
- Advanced degree or equivalent experience in related field, science degree preferred.
- Background in medical science or related field preferred.
- Minimum 5 years of senior management experience.
- Experience with nonprofit organizations.
- Demonstrated leadership, decision-making and problem-solving skills
- Proactive and collaborative style that works well in teams.
- Ability to interact at the highest level of professionalism with Board members, staff and key individuals and groups in the sarcoma community.
- Experience in a patient-advocacy organization or organization focused on cancer research preferred.
- Ability to prioritize among competing needs and opportunities and manage multiple projects at the same time.
- Excellent writing and public speaking skills.
- Ability to travel.

This position is exempt/full time and is located at our national office in Montgomery County, Maryland, outside of Washington, D.C. The staff is currently teleworking due to the COVID-19 pandemic. A hybrid of teleworking and in office days will continue when the SFA office opens.

Please email your resume and cover letter with salary requirements to [hr@curesarcoma.org](mailto:hr@curesarcoma.org) with the subject line Director of Scientific Affairs. No phone calls please. EOE