Position and Candidate Specification
Scientific Programs Communication Manager

Background
The mission of the Alzheimer's Drug Discovery Foundation (ADDF) is to rapidly accelerate the discovery of drugs to prevent, treat and cure Alzheimer's disease utilizing a venture philanthropy model. Founded in 1998, the ADDF is the only nonprofit dedicated solely to developing drugs and diagnostics for the treatment and prevention of Alzheimer's disease and related dementias.

The ADDF focuses on translating the knowledge we have gained about the causes of Alzheimer's disease into drugs to conquer it. We support an underfunded area - preclinical drug discovery and early-stage clinical trials of potential drug targets - that is often called the "valley of death" because its where good ideas go to die. And most are not far enough along in the drug development pipeline to attract financial support from the pharmaceutical industry, federal funders, or other major partners. The venture philanthropy model combines deep disease-focused expertise with funding for high-risk/high-reward translational programs from academia and biotechnology companies worldwide. By assuming the risk and bridging this critical gap in funding, the ADDF enables leading scientists to pursue pioneering ideas to cure Alzheimer's disease that would otherwise go unexplored. A full 100% of every dollar donated to ADDF goes directly to fund research. To date, the ADDF has invested more than $160 million to fund over 650 drug research programs at academic centers and biotechnology companies in 19 countries.

Position Description:
The Scientific Programs Communication Manager is a motivated scientist seeking to help accelerate the translation of research into therapies for patients with Alzheimer's disease and related dementias with focus on late stage preclinical and clinical stage drug development. As part of a venture philanthropy model that funds academic and biotechnology programs, this cross-functional role will be integral in supporting the ADDF research portfolio through collaboration and integration with the Scientific, Development, and Communication teams. The Scientific Programs Communication Manager applies scientific principles and biomedical knowledge to understand, organize, and describe complex data for scientific, medical, and lay audiences and assists in management of the ADDF research portfolio and budget.

The Scientific Programs Communication Manager will report directly to the Senior Director for Drug Development and will be overseen by ADDF’s Founding Executive Director and Chief Science Officer. The title will be commensurate with experience.

Key Responsibilities
- Writing, editing, organizing, and maintaining information on grantees and projects including:
  - proposals and scientific reports for donors and family foundations, prepared in collaboration with the Scientific and Development Teams.
• scientific content for general audiences including the ADDF Board, prepared in collaboration with the Scientific and Communications Teams. This includes annual clinical trial reports, blogs, and website content.
• editing summaries supplied by grantees for internal or external purposes.
• authoring peer-reviewed scientific publications

• Coordinates input from multidisciplinary teams in the generation of scientific content while meeting tight deadlines.
• Contributes to oversight of the grants budget available for research programs and provide accurate reporting on portfolio spending for internal staff, the Board of Governors, and donor communications.
• Contribute to the scientific and strategic management of the ADDF research portfolio including sourcing and evaluation of high-impact therapeutic and biomarker approaches for Alzheimer’s disease and related dementias.

Requirements
This position requires a Master’s degree, PhD or equivalent degree in a relevant biomedical discipline. The ideal candidate will have:

• Research experience in neuroscience, neurology, or a related field in academia or industry. General knowledge of drug discovery and development for CNS diseases is desired. Translational or clinical research experience is a plus.
• Excellent writing and oral presentation skills with demonstrated ability to communicate to both scientific and lay audiences.
• Ability to read, analyze and interpret an extensive variety of scientific, and technical documents.
• Strong interpersonal skills and the ability to work effectively across multiple departments within the organization.
• Strong project and time management skills with the ability to manage competing requests.
• Business acumen and familiarity with budgeting process.
• Fastidious attention to detail and accuracy.
• Flexibility to assist with other projects as needed.

Application Procedure
Please email cover letters and resumes to Jill Krumholz (hr@alzdiscovery.org) with “Scientific Programs Communication Manager” in the subject of the email. Resumes without cover letters will not be considered. Only applicants who best match the position needs will be contacted.'