



**DR. SUSAN LOVE FOUNDATION**

— for breast cancer research —

## **DIRECTOR OF CLINICAL RESEARCH JOB DESCRIPTION**

Dr. Susan Love Research Foundation is dedicated to achieving a future without breast cancer by engaging the public and the scientific communities in innovative research on cause and prevention. We do this through performing and facilitating innovative and collaborative research, translating science to engage the public as informed partners, and inspiring novel research. Dr. Susan Love Research Foundation is an accredited 501(c)(3) public charity.

**Position Overview:** The Director of Clinical Research works closely with the Chief Visionary Officer (CVO) to design and implement a strategic plan to drive an international breast cancer research program, which includes a wide range of innovative research projects and the Love Research Army program. This position provides leadership, strategic vision, and direction to a team of research professionals, including professional development. They will oversee the Foundation's grant portfolio, including grant writing, budgeting, contract negotiations with sub-award investigators, and grants management.

**Reports to:** Chief Executive Officer

**Supervises:** Clinical Research Manager, Research Manager, and part-time Grants and Contracts Administrator

### **Key Responsibilities include but are not limited to:**

- Oversees all breast cancer research studies from inception to completion. Responsible for protocol development; identifying staffing needs, conducting recruitment, and hiring new staff; and study oversight from initiation through final data collection and analysis.
- Oversees a robust pipeline of research grants, including federal and private grants. Responsible for writing, applying, and obtaining funding for various breast cancer research studies.
- Collaborates with the Grants and Contracts Administrator to ensure sponsored research awards are received, budgeted, and expended effectively and efficiently in compliance with federal, state, and funding agency regulations, policies, and procedures.
- Oversees and manages the portfolio of research collaborators and sub-award investigators, including academic, industry, and patient advocacy partners. Conducts outreach to identify new collaborators as needed.
- Oversees the daily activities of the Research Department including budgeting, planning, and staff development.
- Collaborates with the Foundation's Medical Advisors and oversees monthly meetings.



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- Supports the writing and submission of research manuscripts and papers.
- Responsible for staff performance and development goals, establishes staff priorities, and conducts annual performance appraisals.
- Supports the senior staff in the development and implementation of departmental and organizational strategic goals and objectives.
- Maintains strong relationships with key partners and represents the Foundation at professional and community events, in a leadership role.
- Supports different departments internally to ensure that the organization is aligned with the overall strategic plan.

**Additional Duties:** The Director of Clinical Research will work with co-workers throughout the Foundation by sharing appropriate information. Some evenings and weekend work may be required. Other duties as assigned by the Chief Executive Officer.

**Qualifications:**

- Bachelor's degree in science or related field; graduate degree preferred (MS, MPH)
- Minimum of five years' experience in a clinical research setting required, including coordinating complex projects with multiple collaborators and sites, limited resources, strict timeline, and big scope.
- Grant-writing experience, including National Institutes of Health submissions
- Highly efficient time and project management skills and ability to prioritize tasks
- Excellent communication skills, both written and verbal
- Strong analytical and problem-solving skills.
- Self-starter who is highly organized with a strong attention to detail. Demonstrated ability to work quickly with the ability to manage multiple priorities.
- Effective, articulate, and persuasive public speaking and presentation skills. Demonstrated ability in communicating with a wide range of populations, including the public, scientific and clinical communities, and patient advocacy community.
- Highly proficient in Microsoft Office 365, including Word, Excel, Outlook, and PowerPoint