



**Title:** ALS Research Manager

**Reports To:** President and CEO

**Employer:** The mission of the ALS Network is to partner with the ALS community as we drive the discovery of prevention strategies, treatments, and cures for ALS; provide access to quality care and connection; and promote initiatives to improve health outcomes. We fund the most promising research, while inspiring and initiating innovative partnerships. Collaboration is the cornerstone of the ALS Network's research program. We partner with academia, industry, government, and other nonprofit organizations. We create long-lasting collaborations among researchers across all sectors, leading to globally shared data, protocols, and research samples to accelerate progress. In addition to directly funding research, the ALS Network's research program includes facilitating and providing thought leadership as well as connecting the ALS community to meaningful research opportunities.

**Location:** Hybrid

**Overview:** The ALS Research Manager plays a crucial role in facilitating and coordinating research activities of the ALS Network. This position involves managing the work of the Scientific Advisory Council (SAC) and organizing various aspects of ALS research projects, ensuring effective communication among researchers, and contributing to the overall success of the research initiatives aimed at understanding, treating, and ultimately finding treatments and cures for ALS.

**Qualifications:**

- Master's degree or equivalent, preferably in Neuroscience or a related field
- At least 3 years' work experience in leading or managing scientific programs
- Strong organizational, project management, and communication skills
- Ability to work collaboratively in a multidisciplinary team
- Proficiency with project management and analysis tools
- Commitment to advancing understanding and treatment of disease (ALS experience a plus)
- Grants management experience preferred
- Previous foundation/non-profit experience is a plus but not a requirement

**Attributes:**

Mission-oriented and willing to learn from and help others. Smart, compassionate, and service oriented individuals will be well-positioned for success. A good listener with strong communication skills who can build credibility and relationships with both the scientific community and a general audience. Independent and self-driven to support and manage projects and programs, but with a collaboration-oriented approach necessary for working in a mid-size organization. Strong interpersonal skills to manage relationships with colleagues, funded investigators, broader research community, and partnering organizations.

**Responsibilities:**

**Project Management:**

- Support the activities of the Scientific Advisory Council (SAC), a group of independent advisors to the organization.



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- Support the activities of the Community Research Committee (CRC), a group of independent advisors to the organization.
- Coordinate and manage multiple ALS research projects within the ALS Network.
- Develop and maintain project timelines, ensuring milestones and deadlines are met.
- Collaborate with principal investigators, clinicians, and other stakeholders to facilitate smooth project progression.
- Ensuring all project related data and information are maintained in accordance with ALS Network systems and protocols.

### **Grants Management:**

- Work with external applicants, internal team, and Scientific and Community Advisors to efficiently manage the organization's grants programs targeting the development of prevention strategies, new treatments, and cures for ALS including:
  - issuing requests for proposals
  - managing the review process
  - working with legal and financial teams to manage the grant contracting process,
  - working with finance and accounting to coordinate payments, and
  - managing progress reporting.

### **Communication and Collaboration:**

- Facilitate effective communication among researchers, clinicians, community members, and other team members around scientific topics and programs.
- Organize regular meetings of the SAC and CRC to update on project progress, discuss challenges, and strategize solutions.
- Collaborate with external partners, institutions, and organizations to enhance the ALS Network's research capabilities and resources.
- Create related reports, updates, and articles as needed.
- Partner with internal and external stakeholders as it relates to developing press releases, responding to media inquiries, and creating public speaking presentations about the research program.
- Support the development and executive leadership teams as needed related to research program fundraising and donor stewardship.

### **Regulatory Compliance:**

- Ensure all research activities comply with relevant regulatory standards and ethical guidelines.

### **Resource Allocation:**

- Assist in budget planning and allocation of resources for research projects.
- Monitor project expenditures and report on financial status.

### **Educational Outreach:**

- Provide educational support and resources to participants, caregivers, and the broader ALS community.
- Disseminate research findings through various channels to raise awareness and foster collaboration.
- Partner with the SAC and Community Outreach to plan and execute the annual ALS Network Research Summit.



### **PHYSICAL REQUIREMENTS**

- Moderate and occasional lifting, pushing, pulling or exerting force of up to 25 pounds.
- Regular sitting and standing associated with a normal office environment.
- Regular reaching with hands and arms.
- Frequent and repetitive manual dexterity needed for using a cellphone, tablet, and computer keyboard.
- Occasionally need to stoop, kneel, or crouch.
- May require some night and weekend work.

This description is intended to provide only basic guidelines for meeting job requirements. Responsibilities, physical requirements and working conditions may change as needed.

### **TRAVEL**

- Must have reliable transportation.
- Occasionally

The ALS Research Manager will contribute significantly to the progress of ALS research and play a key role in the collaborative efforts of the ALS Network.

### **DISCLAIMER**

This job description is not to be considered an offer of employment or a contract for employment. Employment with the ALS Network. This means that we may change the terms and conditions of employment at any time, with or without advance notice or cause. It also means that employees may terminate their employment with the organization. All employees must comply with and adhere to our practice policies. This job description may be changed by practice at any time. Any concerns should be reported to the CEO as soon as possible.

Note: The ALS Network is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without discrimination with regard to race (including protective hairstyles and hair texture), religion (including religious belief, observance, dress or grooming practices), creed, color, sex, sex stereotype, pregnancy, childbirth or related medical conditions (including breastfeeding), age (40 years or over), sexual orientation, gender, gender identification and expression, transgender status, transitioning employees, physical or mental disability, medical condition (including cancer), genetic characteristics, genetic information, family care, reproductive health decision-making, marital status, registered domestic partner status, enrollment in any public assistance program, status as military, or as a veteran or as a qualified disabled veteran, status as an unpaid intern or volunteer, ancestry, citizenship, national origin, protected medical leaves (including a request for or approval of leave under applicable leave of absence laws), domestic violence victim status, political affiliation, or any other classification protected by laws. The ALS Network is committed to recruiting a broadly diverse pool of applicants for this position.