

## **Research Program Manager**

### POSITION DESCRIPTION:

International Rett Syndrome Foundation (IRSF) is seeking a motivated scientist to support and enhance the basic and translational science program of IRSF focused on advancing the science towards treatments and cures for Rett syndrome. The Research Program Manager is a full-time position reporting directly to the Chief Science Officer (CSO) of IRSF. Rett syndrome is a rare monogenic neurodevelopmental disorder that affects approximately one in 15,000 individuals, resulting in lifelong disability and complex medical conditions. The IRSF is a 501(c)(3) nonprofit organization, headquartered in Cincinnati, Ohio, with a dual pronged mission to drive research towards treatments for Rett syndrome and to support families and caregivers of those living with Rett syndrome. To date, IRSF has invested nearly \$55 million in research, transforming the Rett syndrome research landscape.

### RESPONSIBILITIES:

- Coordinate and manage the lifecycle of IRSF basic and translational science research grant program. This includes application solicitation and management, scientific merit review, award notification, and award management.
- Develop and maintain relationships with all active basic and translational science grantees (monitor progress reports, achievement of key objectives and deliverables, and project completion).
- Maintain database of publications and presentations from IRSF funded research and related work.
- Identify, develop, and enhance relationships with highly qualified labs, researchers, biopharmaceutical companies, government agencies and other organizations.
- Work closely with the CSO to coordinate and manage the preclinical compound testing program
- Assist with the planning and coordination of IRSF scientific meetings and related events.
- Prepare content on IRSF basic and translational science projects for annual reports, presentations to the Scientific Advisory Board, and IRSF leadership.
- Work with the IRSF communications team and webmaster to develop family-friendly, understandable information regarding the IRSF funded basic and translational science.
- Attend and present at national or international scientific conferences.

### EXPERIENCE:

- PhD, MS, or other post-graduate degree in the neuroscience or related field
- 2+ years of basic science research experience beyond terminal degree (for PhD holders, not including any postdoctoral work), or 10+ years for MS degree holders
- Excellent project management skills and attention to detail

- Must be adept at time management, stakeholder management, and working both independently as well as part of close-knit team, with direction from the CSO
- Ability to quickly comprehend scientific concepts of technical complexity, and communicate such concepts to lay audiences
- Experience interfacing with subject matter experts at a technical level
- Proficient in use of technology including but not limited to word processor, spreadsheets, and zoom conferencing.
- Excellent written and verbal communication skills.
- Demonstrated experience in translational research desirable
- Knowledge of CNS disorders or rare disorders

**SALARY/BENEFITS:**

- Full-time
- Salary commensurate with experience
- Paid vacation/leave policy
- Virtual work-environment, relocation not necessary
- Minimal travel required (up to 3x per year), pending COVID-19 safety

To learn more about the International Rett Syndrome Foundation visit [www.rettsyndrome.org](http://www.rettsyndrome.org).

Send a letter of interest, availability, salary requirements, and resume to [dpichard@rettsyndrome.org](mailto:dpichard@rettsyndrome.org). Please include in the subject line of the email: RESEARCH PROGRAM MANAGER.