

# TSC Alliance Silver Spring, Maryland

## Science Project Manager

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The TSC Alliance is an internationally recognized nonprofit that does everything it takes to improve the lives of people with TSC. We drive research, improve quality care and access and advocate for all affected by the disease. The TSC community is our strongest ally. The collaboration of individuals and families, along with the partnership of other organizations, fuels our work to ensure people navigating TSC have support—and hope—every step of the way.

- We use a comprehensive approach to improve quality of life for people with TSC—fueling promising research while making sure that, day-to-day, individuals are diagnosed early and receive the highest quality care available. We also use our voice in policy around equitable healthcare access and federal funding for TSC research.
- Our work wouldn't be possible without the commitment of our community. Advancing research requires dedicated investigators, individuals with TSC, government and industry. Improving quality of and access to care demands healthcare professionals and dedicated volunteers. Raising awareness takes the work of families, individuals and volunteers.
- We want to create an environment where all individuals feel included, our organization reflects and serves the broad diversity of our community and we bridge health inequities.

With an annual budget of \$9.9 million, the TSC Alliance advocates with and on behalf of our community to ensure everyone living with TSC has what they need to live their fullest lives. Reporting to the Chief Scientific Officer (CSO), the Science Project Manager (SPM) will ensure that TSC Alliance scientific projects and collaborations flourish by developing, tracking, and meeting project milestones, budgets, and work plans. The SPM role is a hands-on position which includes monitoring progress of multiple research collaborations, drafting contracts and material transfer agreements, developing materials to communicate scientific concepts and impact, preparing purchase orders, reporting on project outcomes, scheduling and planning meetings, and other project management-related functions. The SPM will interact with many TSC Alliance staff members, especially within the Science and Finance Departments, and with dozens of external researchers and healthcare professionals.

This is a full-time position based at the TSC Alliance office in Silver Spring, MD, currently working three days per week in the office and two days per week from home.

### ORGANIZATIONAL STRUCTURE AND INTERFACES

Reports to: Chief Scientific Officer (CSO)  
Primary Interfaces (internal): CSO; Vice President, Translational Research; **Manager, Translational Research (MTR)**; Director, Research; Research Project Manager (RPM); Director, Medical Affairs; Director, Government and Global Affairs; CEO; CFO; Senior Staff Accountant; Communications Department  
Primary Interfaces (external): Academic and industry researchers and business development offices, vendors and contract research organizations, International Scientific Advisory Board, Science and Medical Committee of the Board of Directors, individuals with TSC and their families/caregivers

### RESPONSIBILITIES

**Work with CSO to ensure all Science Department projects are progressing as planned toward milestones, goals, and budgets**

- Monitor progress toward milestones, goals, and budgets of Science Department projects.
- Process purchase orders for all science department programs.

- Assist the CSO with preparation and submission of applications for funding of TSC Alliance scientific and medical initiatives as needed and with filing of final reports with government entities.
- Cross-train with all Science Department staff to ensure project commitments (e.g., invoices, contracts, IRB approvals, etc.) are met in case of sudden or prolonged staff absences.

#### **Increase Visibility of Results and Utilization by Scientists of TSC Alliance Research Investments**

- Document impact of research funded by TSC Alliance, such as clinical trials, publications, major scientific advancements, etc., and work with the Communications Department to publicize impact on our website and through social media or other outlets.
- Design content for monthly TSC Alert with an emphasis on reporting on progress and availability of grants, data, preclinical models, and biosamples resulting from Science Department programs.
- Diversify and grow the TSC Alliance's contact list of researchers to encourage more scientists to utilize data, biosamples, and grants available through Science Department programs.
- Prepare Science Department reports on achievements and impact for the annual report and IRS Form 990.
- Assist the CSO other staff with preparation of information needed from the Science Department for donor requests and reports to donors.

#### **Contribute to Planning and Implementation of Internal Meetings and Innovation Workshops**

- Working with the Senior Manager of Special Programs, assist with planning of biennial International TSC Research Conferences, including the abstract submission process and coordination of the Vicky H. Whittemore Travel Awards.
- Develop registration process, track attendees, and coordinate with vendor for all speaker travel, reimbursements and special requests for Innovation Workshops.
- After each Innovation Workshop, draft funding opportunity announcement and develop online portal for receiving and reviewing funding applications.
- Compile and distribute agendas and meeting materials in advance, take notes during meetings, and distribute notes and schedule follow-up actions promptly after meetings.
- Travel a few times per year to support conferences or meetings at other locations.

#### **Manage the TSC Alliance's Research Grants and Fellowship Programs**

- Update online portal annually and distribute program guidelines and requests for proposals for grants to be awarded by the TSC Alliance.
- Coordinate review of grant applications by external reviewers at all stages of the process, prepare and negotiate grant contracts, and manage payment and progress reporting schedules, ensuring financial and progress reports are received and reviewed.
- Develop funding opportunity announcements, set up online portal, and manage the review process and contracting for special research or clinical fellowships.

#### **Assist the Chief Scientific Officer and perform other duties as assigned.**

### **CORE VALUES**

***Build Value-Based Relationships:*** Generating alliances internally and externally by continuously identifying and acting on those things that will create success for the organization and its constituents, researchers, health care professionals and communities.

**Contribute to Team Success:** Actively participating as a committed member of a team and working with other team members to help complete goals and deliverables.

**Customer Focus:** Making customers (external and internal) and their needs a primary focus of one's actions; developing and sustaining productive relationships; and creating and executing plans and solutions in collaboration with team members internally and externally.

**Provide and Accept Feedback:** Objectively observing, analyzing, and sharing perception of other people's performance to help reinforce or redirect behavior to improve performance and results and providing feedback that is timely, specific, behavioral, balanced and constructive.

**Work Standards:** Setting high standards of performance for self; assuming responsibility and accountability for successfully completing assignments or tasks; and self-imposing standards of excellence rather than having standards imposed.

**Consult:** Providing timely, specific information, guidance, and recommendations to help volunteers, Community Alliances and fellow staff members make informed committed decisions that will lead to sustainable impact.

**Establish Collaborative Working Relationships:** Developing and using collaborative relationships to accomplish work objectives; developing relationships with other individuals by listening, sharing ideas; and appreciating others' efforts.

Successful completion of the projects noted in the success factors above requires cooperation with our staff team, board, volunteers, donors and key corporate and foundation partners. Quickly establish working relationships to complete projects as described above.

## QUALIFICATIONS

- Bachelor's degree with at least five years' experience, or an advanced degree with at least two years' experience managing or coordinating multiple scientific projects in an academic, industrial, non-profit, or government setting are required.
- Excellent organizational skills and strong attention to detail, with proven ability to handle multiple tasks efficiently and effectively.
- Ability to effectively analyze project-specific data/systems to ensure accuracy and efficiency.
- Flexibility to reprioritize workload to meet changing project timelines.
- Ability to problem-solve and complete tasks with minimal oversight.
- Stellar communication skills, including verbal communication in-person and by web meetings, and both formal (e.g., reports, letters) and informal (e.g., email) written communication. The successful candidate must communicate clearly with people having a variety of experiences, including scientific and clinical professionals, individuals from diverse cultural backgrounds, and those with disabilities or their caregivers.
- Ability to work well with others as part of a team, particularly a team in which accountability and responsibilities are shared with others. The successful candidate will seek to grow and learn continuously and to share his/her/their own knowledge and experience with others.
- Comfort with technology, including setting up and utilizing web meetings, teleconferences, online secure sharing of documents, and scheduling meetings across multiple time zones. Proficiency with Microsoft Word, PowerPoint, and Excel is expected.
- Ability to travel occasionally within the continental United States. Trips may occur over a weekend 1-6 times per year.