FSR Research Manager

Summary:
The Foundation for Sarcoidosis (FSR) Research Manager will play a pivotal role in execution of FSR’s strategic and operational plans for research development and growth. The Research Manager will play a central role in managing FSR research grant-giving programs, FSR Clinical Trial Support Efforts, FSR’s multi-center research study coordination and data management, and will support FSR’s work with the FDA and the NIH, FSR’s registry, public health engagement projects, and big data and ai efforts. The Research Manager will play a pivotal role in establishing and stewarding institution, researcher, and patient-leaders. The Research Manager is a creative leader dedicated to advancing sarcoidosis research to improve the lives of those living with sarcoidosis. This position is remote.

Reporting directly to the Chief Strategy Officer (CSO), the Research Manager is responsible for supporting the facilitation, tracking, reporting on, and expansion of FSR’s funding for sarcoidosis research and will help to shape FSR future research strategies.

About the Foundation for Sarcoidosis Research (FSR)

Established in 2000, The Foundation for Sarcoidosis Research (FSR) is the leading international nonprofit organization dedicated to finding a cure for sarcoidosis and improving care for sarcoidosis patients. FSR is based out of Chicago. Since inception, FSR has fostered over $6 million in sarcoidosis-specific research efforts and has worked diligently to provide resources to thousands. For more information and to join our community, visit www.stopsarcoidosis.org. FSR is committed to providing fair and equitable access to all to learn more about our efforts to address health disparities, please visit https://www.stopsarcoiidosis.org/aaws-campaign/

Job Description:

- Design and implement study awareness campaigns and recruitment materials in collaboration with FSR’s research team, sponsors, and investigators.
- Manage research related meetings and correspondence, review content, and direct patient, physician, investigator, and industry outreach.
- Generate agendas, track meetings, and coordinate program development.
- Collect and disseminate data from the FSR Patient Registry.
• Develop and provide feedback on recruitment materials, webinars, study manuals, informed consent documents, data collection forms and other necessary documents for review by an Institutional Review Board and/or sponsors.
• Track and maintain research-related materials including study data, enrollment numbers, data quality monitoring, publications, submitted funding grants, and other scientific documents.
• Generate and maintain performance metrics for FSR Research Grants and Programs.
• Assist Research Team with design, communication, dissemination of research-focused patient education materials and investigator and community outreach.
• Track and maintain research-related accounting.
• Support all FSR programming in relation to Big Data, AI, Registry Analysis, and leveraging of data for strategic advancement of FSR’s research efforts.
• Support management of research by working closely with FSR’s Scientific Advisory Board (SAB), the FDA, and the NIH.
• Support management to increase patient participation and industry interest to advance sarcoidosis research.
• Support management the FSR research portfolio, budgets, contracting, deliverables tracking, and reporting.
• Participate in expansion of relationships with potential funders, clinicians, researchers, industry partners, and other stakeholders key to advancing FSR’s mission.
• Communicate regularly with clinical investigators, clinical site coordinators, industry leads and funders, and administrative staff to identify and facilitate progress in sarcoidosis research.
• Support the expansion and growth of FSR Scientific Advisory Board (SAB) and FSR Global Sarcoidosis Clinic Alliance research efforts.
• Other duties as required.

**Required Knowledge, Skills, and Abilities:**

• Bachelors with preferred focus in biomedical sciences, trial management, and healthcare, or equivalent experience.
• Understanding of immunological diseases, rare disease research, and multi-system chronic illness.
• Previous experience with clinical trials data capture systems. (i.e., RedCap, Assessment, or others)
• Experience with clinical research methods, including studies utilizing randomized controlled trial, cohort, case-control, and case-series designs.
• Understanding of Patient, Investigator, and Clinician-Reported Registries.
• Previous experience with clinical/translational research (at least 3 years highly preferred).
• Experience with data analysis, survey development, and trend analysis.
• Excellent communication and interpersonal skills.
• Ability to work in a fast-paced environment.
• Ability to work well in a team environment and independently.
• Proficiency in Microsoft Programs (i.e., Word, PowerPoint, Excel)
• Ability to communicate effectively through verbal and written communication.
• Strong project management skills.
• Knowledge of PCs including MS Word, Excel, and PowerPoint.
• Less than 10% travel, including international, may be required.

**Salary and Benefits:**
The salary range for this position is $55,000-$65,000/year depending on experience. FSR offers the following benefits:

• 2 weeks PTO
• 12 Holidays
• 5 sick days
• Healthcare, Vision, Dental
• Life Insurance
• Short Term Disability Insurance
• Education and Professional Education Support

*We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation or any other characteristic protected by law.*

**To apply for this position, please provide a resume and cover letter to Tricha Shivas, Chief Strategy Officer, at tricha@stopsarco.com**