



FSR Research Manager

Foundation for Sarcoidosis Research (FSR) is seeking a full-time **Research Manager** to coordinate and manage the Foundation's research initiatives. For the right candidate, this is an extraordinary opportunity to help build an organization that improves the lives of those who suffer from sarcoidosis. This role will support FSR's scientific grant-giving programs, collaborations, and projects that advance the research within the sarcoidosis disease space.

As a Research Manager, the individual will report to the Executive Director and will work closely with members of the FSR Scientific Advisory Board. He/she will play a central coordinating role in the management, tracking and reporting activities within the 1) FSR Clinical Studies Network, (a multi-site, multi-disciplinary clinical research network in the US and abroad); 2) the Disease Model Grant Award; and 3) the FSR Patient Registry among other projects.

Job Description: As the primary manager of operations of FSR-CSN, the Disease Model Project, and FSR-SARC Registry, the role:

- Interacts regularly with clinical investigators, clinical site coordinators, regulatory and safety monitoring staff, laboratory personnel, data coordination center personnel, data analysts, biostatisticians, program managers and administrative staff
- Organizes and coordinates the execution of FSR funded and/or initiated research projects
 - Manage the communication processes and activities for various research initiatives;
 - Manage the development of associated documents (e.g., manuals, consent documents, data collection forms) etc.;
 - coordinate the proposal submission and scientific/ethical review processes;
 - ensure project completion and final product development (e.g., presentation and/or publication, recommendations for guidelines, etc.)
- Conducts literature reviews and
 - draft scientific and technical documents under the direction of clinical investigators and other members of the investigative team, and
 - serve as a liaison between review committees (e.g., journal and conference reviewers) and other members of the team
- Manages development/tracking of protocol and/or project performance metrics for all initiatives
 - Prepare monthly and quarterly full reports and metrics on each initiative

- Present and disseminate reports
- Organizes and coordinates with FSR Executive Director and Scientific Advisory Board to:
 - prepare grant/funding applications,
 - develop contracts with vendors,
 - write progress reports for sponsors,
 - contribute to the development and modifications of study budgets and is responsible for budget compliance, and
 - tracks various aspects of the program related to research administration (e.g., personnel management, development and oversight of project budgets, etc.)
- Coordinates and manages the operations of the FSR Patient Registry in coordination with executive director, PI and Registry Committee
 - Performs data-queries and data reports as requested by investigators/partners utilizing the PatientCrossroads platform
 - Performs quality assurance processes on data as directed by PI and Registry Committee
 - Provides support with compiling and providing medical related reports utilizing data on request from medical staff, researchers, and administrative staff
 - Provides patient contact reports based on specific criteria per collaboration with the Outreach and Education Manager's support to support engagement and follow up outreach
 - Prepares monthly reports and records on program activities, progress, status or other special reports for management
 - Consistently and positively communicates and collaborates with platform host company.
 - Evaluates program effectiveness to develop improved methods; devises evaluation methodology and implements; analyzes results and recommends and/or takes appropriate action
 - Assists in the production of the Annual Patient Registry Report
- Other duties as required.

Required Knowledge, Skills, and Abilities:

- BS or graduate degree in biomedical sciences and clinical and/or transitional research;
- Knowledge of federal and local regulations and policies pertinent to research involving human subjects;
- Experience in the design and conduct of clinical and/or translational research and epidemiologic studies;
- Prior experience in a clinical research environment such as research coordinator role at medical center, lab, etc.
- Knowledge of biomedical sciences and clinical and/or transitional research;
- Familiarity with clinical research methods, including studies utilizing randomized controlled trial, cohort, case-control, and case-series designs;
- Basic knowledge of microbiology and rare disease epidemiology;
- Required knowledge of various database platforms (RedCap, Assessment Center, and ability to query data from various systems)
- Knowledge of PCs including MS Word, Excel, and PowerPoint;

- Ability to write clearly and concisely;
- Excellent communication and interpersonal skills;
- Ability to establish goals and agendas;
- Occasional travel, including international, may be required

Role requires fulltime salaried with health care stipend. Please send a resume, cover letter, and salary requirements to ginger@stopsarcoidosis.org with the subject line "Research Manager" listed.

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.