



**CITIZENS UNITED FOR
RESEARCH IN EPILEPSY**

**ASSOCIATE DIRECTOR OF RESEARCH
(Exempt | Full Time)**

Position Summary

The Associate Director of Research will work closely with members of the Research Team to develop and implement CURE’s research strategy and ensure that our research is cutting edge. CURE has led a dramatic shift in the epilepsy research community from simply treating seizures to enhancing understanding of underlying mechanisms and causes, so that cures and preventative strategies can be found. The Associate Research Director will play a central role in driving progress toward a cure and maintaining CURE’s position at the forefront of epilepsy research.

The organization supports signature initiatives, including the Epilepsy Genetics Initiative (EGI) and Post-Traumatic Epilepsy (PTE) Initiatives. The grant portfolio also includes numerous investigator-initiated funding mechanisms including the CURE Epilepsy Award and Taking Flight Awards.

The Associate Director of Research will report to the Chief Scientific Officer. Travel is required.

Job Specifications

Type	Minimum Requirement
Education & Training	PhD in Neuroscience or biologically-relevant field.
Experience	Minimum of 3 to 5 years of progressively productive experience in academia, non-profit, industry or governmental agency.
Special Knowledge, Skills & Abilities	<ul style="list-style-type: none">• Deep expertise in basic, translational and/or clinical science as it relates to epilepsy.• Demonstrated evaluation, planning, coordination, organization, and problem-solving skills with ability to think both strategically and tactically.• Excellent verbal and written skills to effectively communicate scientific content to donors and prospects.• Ability to effectively communicate the mission of the organization and articulate the impact of research funding.• Experience working with governmental funding agencies and/or other sources of revenue including venture capital entities, investors and industry partners.• Poise, compassion, creativity and integrity coupled with an ability to earn the confidence of a wide range of internal and external constituents.• Successful experience working with staff, affiliates and volunteers to ensure an integrated, organized effort, as well as goal-oriented accomplishments.• A team mentality and an interest in the success of colleagues.• Proven sense for developing tactics to meet goals and objectives.• Highly skilled in MS Office and other computer applications including word processing, presentation and spreadsheet software.• Excellent interpersonal skills and a collaborative management style.

	<ul style="list-style-type: none">• Ability to gather, analyze and summarize information including numerical and financial data.• Outstanding organizational skills and attention to detail.• Entrepreneurial spirit toward advancement of science.• The ability to work effectively with other staff and to follow approved CURE procedures and policies.
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Key Responsibilities

Research Programs

- Work closely with the Chief Scientific Officer, other members of the Research Team, board leadership, Scientific Advisory Council, Research and Lay Committees to define and implement the strategic research mission of CURE for maximum impact.
- Execute specific research strategies and initiatives to accelerate research discoveries in priority areas. Partner with internal stakeholders to define scientific milestones, goals and objectives of programs and initiatives that directly address CURE's research agenda. Provide input on budgetary requirements for research programs and initiatives.
- Work with funded investigators to anticipate and solve issues related to implementation of projects to ensure milestones are achieved. Ensure timely receipt and approval of progress reports.
- Develop communications on strategic direction, scientific trends, portfolio impact and patient priorities.
- Work with the Chief Scientific Officer and other members of the Research Team to develop and approve requests for applications. Screen applications for fit with strategy and objectives. Conduct in-depth assessment of full proposals and recommend a funding portfolio for approval. Provide scientific input on contracts.
- Evaluate and implement partnerships and collaboration with public and private entities.
- Conduct assessment of applications for Seminar Series and Conference funding, and other programs as needed.
- Develop forums to initiate as well as ensure ongoing collaboration and accountability of research program and special initiative goals and objectives.
- Assist in the development and delivery of scientific presentations to the Research Committee, Board of Directors and potential donors.
- Participate in the CURE Scientific Advisory Council (SAC) as a staff Council member.

Leadership and Management

- Build and cultivate influence with public and private stakeholders and develop and maintain relationships with grantees.
- Stay closely connected to the dynamic research landscape to identify the most promising areas of scientific advancement in epilepsy research.
- Build and cultivate relationships with foundations, government, industry and investors to enable progression of CURE-supported scientific discoveries into cures for epilepsy.

Position Overview

Associate Director, Research

Page 3

- Represent CURE at strategic scientific meetings, workshops, taskforces, committees and assist in the staffing of the CURE Exhibit Booth at various venues.
- Represent CURE to external audiences, internal stakeholders and communicate research results to the media as requested, partnering as appropriate with Development and Marketing Communications teams.
- Collaborate with CURE Marketing and Communications to effectively support goals of the Research program via strategic communications that include but are not limited to: audience-appropriate research summaries, development of promotional materials including announcements of new awardees, and progress reports to key stakeholders.
- Partner with the CURE Development team to engage the donor community in stewardship of research programs, communicate progress and highlight future research opportunities.
- Provide input to the Development team to identify private and corporate funding opportunities and fundable research opportunities.
- Collaborate with the Development team on donor-related materials that inform on use of financial gifts, and provide summary updates on sponsored research projects.

The preceding description is not designed to be a comprehensive listing of all duties and responsibilities required of the Associate Research Director.

CURE is an Equal Opportunity Employer. CURE is committed to recruiting and maintaining a diverse staff; individuals from all backgrounds are encouraged to apply. CURE does not discriminate on the basis of race, color, ethnicity, religion, gender, sexual orientation, national origin, disability, age, marital status, veteran status, pregnancy, parenthood, or any other basis prohibited by applicable law.