



### **Position Description: Associate Director - Scientist, Research Programs**

The Michael J. Fox Foundation for Parkinson's Research (MJFF) was founded in 2000 with one clear objective: accelerating meaningful therapeutic advances and, ultimately, a cure for Parkinson's disease. Our aggressively funded research agenda is a core part of our strategy towards achieving this mission, and the development of this agenda and management of our research portfolio is driven by a team and advisors with both scientific and business expertise. Since inception, MJFF has quickly grown into the largest funder of Parkinson's disease research outside the U.S. federal government, having funded nearly \$196 million in research projects globally in both academic and industry labs. At year-end 2009, MJFF has a \$50 million annual revenue budget and 47 full-time employees. The Foundation is an international organization with a national fundraising base. This position is an onsite position in our New York (downtown Manhattan) office and is not conducive to telecommuting. Some travel will be required.

The MJFF research programs team works to ensure that funds raised to accelerate the push towards a cure for Parkinson's disease are allocated and managed in a way that ensures highest possible impact. Creative, thoughtful, and proactive thinking about optimal fund allocation and proactive project management are two core responsibilities of the team.

Within the research programs team, Associate Directors play an important role in driving towards our organizational objectives. In keeping with our philosophy of combining areas of expertise, we hire both scientific and medical experts to fill this role. All Associate Directors are expected to contribute equally to scientific discussion and strategy development, project management, and grant administration. Scientific Associate Directors work closely with business leaders within the research team to optimize MJFF strategy. Developing a cross-functional skill set is an imperative of this job.

### **Responsibilities include:**

1. Strategy: Shaping MJFF scientific "point of view" and developing strategic action plan for MJFF portfolio
  - a. Work with others at the Foundation to solicit input and opinions from a variety of advisors and then translate them into action steps for the MJFF (strategic perspective is as important as scientific perspective here)
  - b. Active focus on asking "What should the Foundation do? What role should the Foundation play?" in MJFF and non-MJFF meetings
  - c. Focus on "connecting the dots" and thinking creatively about next steps for the Foundation, as well as anticipating opportunities and/or challenges
2. Project Management: Executing strategic action plan and proactively managing investment portfolio
  - a. Designing program and/or project concepts and executing them (launching grant announcements, issuing contracts, managing and facilitating related meetings, creating and managing timelines)

- b. Shared responsibility for grant contracting and milestone management throughout the portfolio
  - c. Troubleshooting and problem solving as issues arise; excellent decision-making and ability to make judgment calls on tough issues in grant management
  - d. Shared responsibility for reaching out to key advisors for participation in various MJFF programs and meetings
3. People Management: Relationship development and outreach with the research community through site visits and meeting attendance; working with scientific advisory board and other advisors.

Key attributes of an outstanding Associate Director are excellent decision-making and judgment, creative, “out of the box” thinking, and strong project and time management skills. An innate sense of pace and urgency as well as the ability to work productively and proactively, both independently and as part of a team, are key.

***Qualifications and Experience Needed:***

- Strong candidates should have expert scientific background (MD or PhD in Neuroscience or related field plus postdoctoral experience required).
- Ability to think big picture and strategically while maintaining excellent attention to detail
- Entrepreneurial approach; proactive and action-oriented personality; strong sense of pace and urgency
- Strong interpersonal and people management skills; ability to manage and be managed
- Strong project management skills and ability to multitask
- Proven problem-solving skills
- Excellent written and oral communication skills, including presentation experience
- Excellent computer skills, including Excel, Word, and PowerPoint
- Willingness to travel
- Non-compensated leadership experience (community outreach, committee involvement)
- Experience and interest in working on a team

***How to Apply***

Interested candidates should send a resume and thoughtful cover letter describing your specific qualifications and interest in the position to [foxjob@michaeljfox.org](mailto:foxjob@michaeljfox.org). Please be sure to include **Associate Director-Scientist, Research Programs** in your subject line. Please, no telephone inquiries. Applicants who best match the position needs will be contacted.

*The Michael J. Fox Foundation is an equal opportunity employer.*