

Job Description			
<b>Job Title:</b>	<b>Senior Research Administrator</b>	<b>Job Category:</b>	Exempt <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/>
<b>Department/Group:</b>	Alliance Foundation	<b>Reports to:</b>	Chief Administrative Officer
<b>Location:</b>	Chicago	<b>Travel Required:</b>	<10% Travel anticipated
<b>Level/Salary Range:</b>	\$	<b>Position Type:</b>	Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Contract <input type="checkbox"/> Temporary <input type="checkbox"/>
<b>HR Contact:</b>	HR Director, Boston	<b>Date posted:</b>	October 15, 2019

The Alliance for Clinical Trials in Oncology Foundation (Foundation) is a nonprofit, tax-exempt foundation created to enhance and expand the ability of the Alliance for Clinical Trials in Oncology (Alliance) to conduct cancer clinical research and address important treatment questions through large-scale clinical trials. Through efforts of the Foundation in support of the Alliance, clinical trials and laboratory research are conducted to discover new or improved ways to prevent, treat and cure many types of cancer, including leukemia and lymphoma, and cancers of the breast, prostate, lung and GI tract, and help educate the medical community on methods of cancer diagnosis, treatment, and prevention.

**PURPOSE/SCOPE:**

The Senior Research Administrator (RA) is responsible for establishing and directing a new Research Administration unit within the foundation to support large scale federally funded grant programs in clinical cancer research. The Senior RA is responsible for establishing processes and procedures for pre-award, post award and grant compliance activities, as well as working with the Research Finance Administrator to establish policies and procedures at the intersection of these two units. This position requires a significant amount of experience working with multiple types of grants (NIH, DOD, CDC) to provide hands-on leadership and guidance in Research Administration to foundation leadership. This position is responsible for reviewing and applying federal and state laws, granting agency guidelines, and other regulations (as applicable) and will establish the appropriate grants administration structure for a multi-million dollar grant that can be scaled up within a few years. This is a new position that will require the RA to work closely with leadership and other staff performing multiple tasks for purposes of building a program.

**ROLE AND RESPONSIBILITIES**

- Reporting to the Chief Administrative Officer/Chief Compliance Officer, the Sr. RA works with Foundation leadership to establish a strategic plan for developing, managing and growing the Research Administration unit and guides the discussion regarding resource needs and timelines.
- Working with leadership, the Research Finance Administrator and the Directors of Contracts Administration and Quality Assurance and Compliance, provide hands-on leadership and support to establish and administer grant compliance policies related to contracts administration, compliance, regulatory issues, and post-award administration.
- Establish and manage processes and procedures related to **Pre-Award** activities including:

- Establish on-line access to NIH ASSIST and other related applications and develop policies and procedures related to grant submissions to NIH.
- Establish processes and procedures for preparation and submission of grant applications
- Provide leadership and support to all Foundation colleagues as they establish grant related responsibilities and activities within their departments.
- Serve as the liaison for the Foundation to funding agencies
- Establish and manage processes and procedures related to **Post-Award** activities including:
  - Working with IT support to identify and establish appropriate method/software for organizing, tracking and reporting grant awards.
  - Identify, outline and establish policies and procedures related to all federal and philanthropic compliance requirements.
  - Working closely with Research Finance Administrator, establish policies and procedures to coordinate post-award activities including:
    - Monitoring of all financial transactions in research portfolio for compliance with grant requirements.
    - Establishing standardized reporting for forecasting expenditures and financial status.
    - Manage day-to-day grant financial functions.
  - Working closely with the Director of Contracts Administration, establish policies and procedures to coordinate post-award activities including:
    - Review and negotiation of grant agreements from federal and other sources.
    - Establish policies and procedures related to distribution of subawards and agreements of grant funds.
    - Coordinate and negotiate research-related agreements such as MTAs, COIs, CDAs and DUAs.
- Provides on-going leadership and development of the Research Administration unit for the Foundation.

#### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- University degree, preferably in medical or biological sciences or discipline associated with clinical research required. Advanced degree is preferred.
- At least 5 years of experience in research administration.
- Working knowledge of grants administration/compliance requirements.
- Proven leadership as demonstrated by progressively more responsible positions in research administration.

#### **PREFERRED SKILLS**

- Excellent diplomatic and interpersonal skills with demonstrated ability to work with multiple collaborators.
- Well-developed written and verbal communication skills.
- Attention to detail required and must display strong analytical and problem-solving skills.
- Active participation in National Council of University Research Administrators (NCURA)
- Provide day-to-day leadership and management that mirrors the adopted mission and core values of the organization.
- Responsible for driving the organization to achieve and surpass its business goals and objectives in a methodical, transparent and professional manner while adhering to collaborative principles and maintaining the highest ethical standards.
- Responsible for the measurement and effectiveness of all processes internal and external.
- Provides timely, accurate and complete reports on the operating condition of the company.

- Spearhead the development, communication and implementation of effective growth strategies and processes.
- Collaborate with the management team to develop and implement plans for the operational infrastructure of systems, processes, and personnel designed to accommodate the mission and objectives of the organization.
- Motivate and lead a high-performance team by attracting, recruiting and retaining key employees while providing development, mentoring and oversight that cultivates a strong and flexible organization.
- Foster a success-oriented, accountable environment within the company.

Reviewed By:	Heather Choukri	Date:	October 17, 2019
Approved By:	Sheilah Hurley	Date:	October 17, 2019
Last Updated By:	Heather Choukri	Date/Time :	January 8, 2020

Employee Name:

Date:

Employee Signature: \_\_\_\_\_