Research Manager
Position Description

Preeclampsia Foundation
Established in 2000, we are the only national 501(c)(3) not-for-profit patient advocacy organization serving the 5-8% of pregnant women - 300,000 women each year in the U.S. - who are affected by hypertensive disorders of pregnancy such as preeclampsia (formerly known as toxemia), eclampsia and HELLP syndrome. We are advised by a medical board comprising the top medical and scientific experts in preeclampsia and related fields, additionally collaborating with other non-profit organizations, governmental agencies, academic institutions, and corporations to achieve our mission.

Our Purpose
To improve the outcomes of hypertensive disorders of pregnancy by educating, supporting, and engaging the community, improving healthcare practices, and finding a cure.

We envision a world where preeclampsia no longer threatens the lives of mothers and babies.

Position Description

Reporting to the Managing Director and collaborating closely with the Principal Investigator of the Preeclampsia Registry, the Research Manager will have direct oversight in the following research activities of the Preeclampsia Foundation:

- Preeclampsia Registry & Biobank
- Health/science communications (e.g., research translation, TPR newsletter)
- External study recruitment
- Vision Grant and PJP Grant coordination and promotion

The Preeclampsia Registry (TPR) is a living database, bringing together preeclampsia survivors and researchers to engage in the common purpose of advancing knowledge and treatment of preeclampsia. As the TPR is owned and managed by the Foundation, it is positioned to advance preeclampsia research without regard to any institutional, academic, or commercial interests.

The **Research Manager** will oversee a variety of research initiatives at the Preeclampsia Foundation, as outlined above. He/she will work closely with the Managing Director, CEO, the Preeclampsia Registry Advisory Council (PRAC) to execute new and ongoing research projects utilizing data from the registry, as well as manage registry data for quality execute the development and management of the TPR.

TPR Duties Include:

- Coordination with communications department to recruit and enroll women, their family members and control subjects in TPR.
- Be responsible for curating subjects' Registry records to ensure medical records corroborate data.
- Track consent forms and protocol documentation.
- Facilitate data sharing with other registries and investigators.
- Project management skills are needed to coordinate the components of the registry; to manage timelines, milestones, deliverables, and budgets; and to ensure communication with sites, stakeholders, oversight committees, and funding sources.
- Maintain rigorous standards consistent with project design, meet regularly with TPR leadership and outside PI's to review projects, evaluate progress, set standards, and establish intermediate goals.
- Prepare regular status reports, including enrollment updates.

- Compose and maintain regulatory compliance documents for the conduct of Human Subjects Research. This includes preparation of IRB submissions, consent forms, protocols, subject materials, and required status reports for IRB oversight.
- Draft and manage data use and material transfer agreements, timelines, milestones, deliverables, and budgets; and ensure communication with sites, stakeholders, oversight committees, and funding sources.
- Coordinate with the accounting department to ensure fee-based services are properly tracked and administered.
- Develop, implement, and evaluate quality assurance (QA) and quality improvement (QI) activities to ensure all TPR systems are working properly.
- Oversee proper biological sample handling and tracking procedures, as well as strong communication with the laboratory to document sample quality, storage, and research requests.
- Perform duties to manage TPR data including documenting changes and adding variables for new studies, reviewing data quality and performing data exports for analysis and for sharing with secondary investigators.
- Liaise with PRAC and Patient Advisory Council to ensure adequate community input into TPR usage.
- Coordinating with Electronic Data Capture developers to launch new studies, integrate new data, and manage registry integrity.
- Conduct data analysis and assist with drafting and submitting manuscripts for research projects.
- With the Principal Investigator, identify and apply for TPR funding opportunities.
- Make requests for medical records from various healthcare facilities and abstract records data.
- Design and test study surveys for validation
- Participate in scientific conferences and meetings, as needed.
- Perform other duties, as assigned.

Core Competencies/Qualifications

- Bachelor's degree or higher.
- One (1) or more years (full-time equivalency) of work experience coordinating medical research projects is preferable.
- Excellent organizational, interpersonal skills and precise attention to detail are critical.
- Data Management skills and experience are preferred, as well as the ability to perform preliminary data analysis.
- Strong MS Word and Excel skills as well as the ability to learn new technology platforms.
- Comfortable interacting with patients, researchers and hospital staff is essential.
- Previous experience in a healthcare or research environment desirable.
- Health communications skills are necessary for translating complex scientific or clinical information into lay language.
- Knowledge of obstetric medicine, particularly preeclampsia, as evidenced in areas of study, teaching, publication and/or research background;
- Ability to assist others in conceiving and authoring a research project, investigation, or analytic activity, consistent with the state-of-knowledge in the field and consistent with the requirements of the grant sponsors;
- Ability to meet deadlines and work within budget constraints.
- Ability to exercise intellectual leadership in resolving research issues, re-conceiving and bringing to the attention of the PI opportunities for redirecting project activities if needed;

- Comfort with patient interactions; ability to maintain patients' trust in the Foundation and TPR.

Location: Melbourne, FL (remote location will be considered)

Travel: Attendance at medical meetings required (1-2 meetings/year), pre-approved travel costs will be covered by the Foundation or external collaborators.

Compensation: $30 per hour - for up to 60 hours a month.

To apply for this position:

- Please email detailed resume to HR@preeclampsia.org with the position name in the subject line.

Preeclampsia Foundation provided the following inclusive hiring information:

We are an equal opportunity employer and considers all qualified applicants equally without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.