

Manager of Research Programs and Strategic Initiatives

Organization: United Mitochondrial Disease Foundation

Location: Remote

Position Type: Full-Time

About the United Mitochondrial Disease Foundation (UMDF):

The United Mitochondrial Disease Foundation is a non-profit organization dedicated to advancing research, education, and support for individuals and families affected by mitochondrial diseases. UMDF plays a pivotal role in fostering collaboration within the global research community and supporting impactful initiatives to find effective treatments.

Position Overview:

The Manager of Research Programs and Strategic Initiatives will be a leader responsible for overseeing a comprehensive portfolio of research programs at UMDF. This role involves managing foundation-sponsored research, institutional relationships worldwide, and Donor Impact Funds, as well as assisting in the development of the overall strategic plan for mitochondrial disease research. The manager will work closely with and report to the UMDF Science & Alliance Officer to ensure key research initiatives are effectively advanced. The manager will also direct activities of the UMDF Scientific & Medical Advisory Board and manage a direct report for the Program Manager.

Key Responsibilities:

1. Manage Overall Research Program:
 - Grant-making: Lead the development and execution of the annual Request for Proposals, ensuring alignment with UMDF's mission and research priorities.
 - Operations: Oversee grant tracking to ensure compliance with funding requirements and reporting deadlines.
 - Relationships: Cultivate and maintain relationships with research institutions, fostering collaborations that advance mitochondrial disease research.
 - Communications: Lead the planning and production of science-focused communications in close collaboration with the UMDF Marketing and Communications Team.
2. Manage Donor Impact Funds:
 - Connect donor families with high-impact research opportunities that align with fund goals, ensuring transparency and engagement throughout the process.
 - Work with the UMDF Development Team to develop and implement strategies to enhance the impact of donor contributions on mitochondrial disease research.



3. Strategic Planning for Mitochondrial Disease Research:
 - Leverage UMDF network of patient families, partner patient advocacy groups, researchers, clinicians, and industry partners to conduct ongoing assessments that identify gaps, trends, and opportunities in the mitochondrial disease research landscape.
 - Collaborate with the UMDF Scientific & Medical Advisory Board to prioritize research initiatives that address identified gaps.
4. Interact with UMDF Scientific & Medical Advisory Board:
 - Facilitate communication between the Advisory Board and UMDF, ensuring alignment with organizational goals.
 - Leverage the expertise of the Advisory Board to inform and guide research program strategies.
5. Assist Science & Alliance Officer:
 - Collaborate with the Science & Alliance Officer to manage the overall research enterprise with an emphasis on the advancement of therapeutic development and clinical trials within mitochondrial disease.
 - Support existing strategic initiatives (e.g., patient-populated registry, clinical research network, genomic repository, biobank, clinical care network, sponsored genetic testing, therapeutic development consortium) as well as the development and implementation of new initiatives to advance UMDF's research mission.
6. Supervise Program Manager:
 - Manage and mentor a direct report, the Program Manager, providing guidance and support for effective program execution across all aspects of UMDF's mission, including organizing scientific/patient conferences in close collaboration with the UMDF Education and Support Services Team.
 - Foster a collaborative and high-performing team environment.

Qualifications:

- Master's degree, or preferably a PhD or equivalent experience in a relevant field (biology, genetics, neuroscience, etc.).
- Proven experience in strategic planning, program management, and grant administration, preferably in a rare disease-focused non-profit.
- Knowledge of mitochondrial diseases and related research preferred.
- Excellent communication and interpersonal skills.
- Ability to collaborate effectively with internal and external stakeholders.
- Ability for limited travel to conferences and UMDF in-person staff meetings

Benefits:

- Flexible Working Environment
- Paid Time Off
- Full Company-Paid Health, Dental and Vision Coverage
- Company-Funded Group Life Insurance
- Company-Sponsored 403(b) Retirement Plan
- Company-Funded SEP IRA Retirement Account



How to Apply:

Interested candidates should submit a resume, cover letter, and three professional references to hr@umdf.org. Please include "Manager of Research Programs Application" in the subject line.

*The United Mitochondrial Disease Foundation is an equal opportunity employer.
We encourage individuals from diverse backgrounds to apply.*

