Title: Director of Medical and Scientific Programs

Reports to: President/CEO

The Tourette Association of America is the foremost nonprofit organization providing support and services to improve the lives of people affected by Tourette Syndrome, Tic Disorders and co-occurring conditions. The TAA is internationally renowned for its leadership in developing a wide range of medical and scientific programs and is the largest non-governmental source of research grants for TS and Tic Disorders.

POSITION OVERVIEW

The Medical and Scientific Programs Department advances the understanding of Tourette Syndrome and Tic Disorders, facilitates the development of effective therapies for these disorders and aids in raising awareness through our public health and education initiatives.

The Director leads the Association’s Medical and Scientific Programs department, managing a team of support personnel and working collaboratively with our senior leadership team and managers as well as with external Medical Advisory Board (MAB) members, Scientific Advisory Board (SAB) members, and Centers of Excellence (CoE) leaders. The Director is responsible for all programs and activities within the department and plays a critical role in guiding existing programs and initiating and implementing new projects.

KEY RESPONSIBILITIES

- Oversee the daily operations of department programs and activities
- Work collaboratively with interdepartmental managers and staff of the TAA as well as external organizations and advisors including the MAB, SAB and CoE leaders.
- Supervise members of your team
- Aid in conceptualizing, implementing and leading projects
- Expand the organization’s patient and provider databases and keep them updated.
- Liaise and develop relationships with pharmaceutical and medical device companies, academic/non-academic medical centers and governmental institutions (e.g. NIH, CDC, FDA)
- Support collaborations among researchers in the US and abroad
- Assist in writing grant applications
- Manage the department’s budget
- In concert with the TAA public relations team, guide the publication, presentation and dissemination of medical and scientific information related to TS and Tic disorders
- Oversee the response to inquiries from the public, professionals, members, and others on medical and scientific issues relating to TS, Tic disorders and co-occurring conditions.
- Write and edit articles for publication in TAA’s own publications and elsewhere and/or present information at meetings and conferences.
- Promote evidence based best practices treatments across the spectrum of care providers in the US
- Provide weekly reports/updates to the CEO on project activities and present updates on assigned projects and initiatives at the monthly staff meetings.
• The position requires periodic travel to attend meetings and make presentations

QUALIFICATIONS

The position of Director requires an individual with a background in biomedical science, preferably in the field of neuroscience, and experience in project management. Experience in scientific or clinical research is desirable but not essential. The ideal candidate will be a collaborative worker and team player who can work with multiple departments. Connection to and/or understanding of Tourette Syndrome a plus. Sensitivity to neuro-diversity and empathy for those struggling with a disability is essential.

• Bachelor’s, Masters or PhD in a relevant biomedical science
• Ability to manage multiple projects simultaneously
• Ability to work well with colleagues as well as physicians, scientists and administrators
• Ability to work independently, multi-task, exercise sound judgement and prioritize work
• Strong problem-solving skills and attention to detail
• Excellent written and oral communication skills