Title: Manager, Medical and Scientific Programs

Job Type: Full-time

Reports to: Vice President of Medical and Scientific Programs

The Tourette Association of America is the foremost non-profit 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 within the United States.

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 educational initiatives. The department comprises a team working collaboratively with internal staff and external advisors.

The Manager works closely with the Vice President in the development and implementation of new projects, developing and leading a team of support personnel. Additionally, the Manager collaborates with other departmental Managers, as well as with external Medical Advisory Board (MAB) members, Scientific Advisory Board (SAB) members, and Centers of Excellence (CofE) leaders. Given these relationships and expectations, the Manager plays a critical role in guiding established and emerging medical and scientific programs of the TAA.

Key Responsibilities:

- Oversee the daily operations of the department’s programs and activities.
- Train, supervise, assist and collaborate with members of departmental team.
- Collaborate with other department Managers and staff, as well with external organizations and advisors (including MAB, SAB, and CofE leaders).
- Maintain, update and expand the organization’s patient and provider databases.
- Manage the departmental budget.
- Assist host sites with the various needs of our joint projects.
- Respond to requests and inquiries from our colleagues and other partners.
- Provide weekly reports/updates to Vice President on project activities and meeting minutes.
- Provide updates on assigned projects and activities at the monthly staff meetings.
- Travel as required to attend meetings and make presentations.
- Organize and participate in conference calls and meetings, engaging in discussions and negotiations on terms, conditions, pricing, etc.
- Oversee research grants and maintenance of grant management system.
- Assist with writing of grant applications to federal, state-level, and other organizations.
Qualifications:

The position of Manager requires an individual with a background in biomedical science, preferably in the field of neuroscience, as well as project management experience. Experience in scientific or clinical research is desirable but not essential. The ideal candidate will be a highly organized and collaborative team member who can work effectively with multiple departments. Connection to or understanding of Tourette Syndrome is a plus; however, sensitivity to neurodiversity and empathy for those struggling with a disability is essential.

- Bachelor’s, Master’s, or doctoral degree in a relevant biomedical science.
- Impeccable integrity, including strong sense of accountability, judgment, flexibility and courage to shift direction and question the status quo.
- Ability to successfully manage multiple projects simultaneously.
- Ability to work independently, exercising sound judgment and prioritizing multiple tasks.
- Strong attention to detail, and ability to discern relevant facts when problem-solving.
- Excellent professional written and oral communication skills.
- Ability to work well with colleagues as well as physicians, scientists and administrators.
- Experience and comfort with periodic multi-day travel to attend meetings and offer presentations.