

Job Title: Senior Manager, Scientific Programs
Department: Research
Status: Full time, Exempt

The Lymphoma Research Foundation (LRF) is the nation's largest non-profit organization devoted to funding innovative research and serving the lymphoma community through a comprehensive series of education programs, outreach initiatives and patient services. LRF's mission is to eradicate lymphoma and serve those touched by this disease. To date, the Foundation has awarded approximately \$65 million in lymphoma-specific research.

LRF seeks a Senior Manager of Scientific Programs to coordinate the logistics of the Foundation's portfolio of scientific meetings and programs, which bring together an international group of lymphoma researchers in order to address key issues affecting the advancement of research in this complex group of diseases. The incumbent also manages the administrative functions of the Foundation's scientific disease consortia and assists with the planning and execution of LRF Scientific Advisory (SAB) Board meetings.

This is an excellent opportunity to join a recognized leader in programming for lymphoma researchers as they seek to expand their capacity and develop new initiatives. The Senior Manager reports to the Associate Director of Research and Scientific Programs. This full-time position is located in the Foundation's New York City office.

Please note: LRF staff are currently working from home full time due to the pandemic and will follow official health and public safety guidelines in re-opening the office and scheduling staff travel. The Research department anticipates all department events will be held virtually until at least October 2021.

Role Responsibilities:

Program Development

- Works with Associate Director and Chief Executive Officer to set calendar for research programming, including coordinating with Steering Committee members and faculty for individual programs, as needed
- Develops program budget and logistics needs assessment in conjunction with Research and Finance Department colleagues for individual programs
- Organizes the work of planning/ steering committees, including but not limited to scheduling meetings/ conference calls, notetaking and drafting meeting agendas
- Drafts meeting documents and program agendas in conjunction with planning/ steering committees, including registration materials, presenter guidelines and session/ abstract applications
- Plans communication, in conjunction with Assistant Director, with program speakers/faculty, including distribution of invitations, registration information, and/or responses to submitted abstracts, distribution of speaker instructions, and coordination of any pre-program conference calls with speakers and program faculty

- Works closely with organization leadership, LRF Scientific Advisory Board members and Research Department staff and to develop innovative ways to share meeting content and enhance meeting interactions (e.g., through proceedings paper or manuscript development/publication, development of online and video content, hybrid meetings, and/or social media channels)
- Selects and oversees work of designers and production houses when program white papers are produced in-house
- Works with LRF Communications Department to coordinate social media, press releases, and/or traditional media coverage, as well as create post-event summaries of events for LRF website and newsletter

Program Logistics and Execution

- Creates and issues Requests for Proposals (RFP) for Foundation meetings and programs to potential venues and coordinates internal review and contract execution, including conducting site visits to potential venues
- When meetings are virtual or contain a virtual component, assesses available online meeting platforms and makes recommendations to Associate Director about vendor selection, staffing needs and instructions to presenters and attendees
- Serves as liaison to venue staff, including oversight of meeting room set-up, catering, and audio-visual orders, and scheduling of pre-program meetings with venue representatives.
- Works with Associate Director and Research Program Coordinator to plan and produce printed materials for events, including signage, registration packages/nametags, and programs. When programs are virtual this may include coordinating the production and shipping of physical materials with a third party vendor, and/or creating a digital materials package
- Liaises with Communications and Database staff to develop online program platforms (registration webforms, informational webpages for programs, etc.) as well as related e-communications
- Manages overall program registration process, proposal submission, speaker management, and program evaluation with Research Program Coordinator
- Coordinates medical writers, photographers, printers and/or other external vendors as needed
- Works with Associate Director, Research Program Coordinator and other LRF staff and volunteers as needed to execute day-of-event operation and logistics, including training staff on the use of virtual meeting platforms as appropriate
- Facilitates editing of proceedings papers, including collection and compilation of speaker edits; Assists Associate Director with formatting and submission to academic journals
- Ensures processing of venue and vendor invoices, coordinates attendee reimbursement with Research Program Coordinator, and ensures accurate use and tracking of sponsoring donor funds
- Ensures proper recognition of sponsoring donors, including on program materials and any special arrangements for attending donors, as well as coordinating submission of any requested post-event reporting
- Explores new technologies and collaborations to expand the Foundation's outreach and foster new partnerships with regard to scientific programming

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- Attends relevant scientific meetings to understand developments in scientific program management and execution
 - Examines and monitors current LRF programs to determine effectiveness and make recommendations for changes and/or improvement when necessary
 - Stays current with industry/association trends to ensure that LRF programs reflect best practices in scientific meeting management

Travel Requirements

- Ability to travel to various locations across the United States for site visits and execution of Research Department programming; Some events may cover evening and weekend hours
- Travel to other LRF events and Foundation-related meetings as needed
- Total travel estimated at 15%. LRF does not anticipate resuming staff travel until fall 2021 at the earliest.

Professional Experience

- Bachelor's Degree required
- Minimum 5 years of relevant professional experience; Experience with medical or scientific associations or organizations is preferred
- Professional experience planning and executing meetings of at least 50-100 people required, with academic or scientific conference experience strongly preferred
- Experience tracking and reporting on event budgets a plus
- Qualified individuals will be detail-oriented, have excellent organizational skills, have the ability to manage and plan at both strategic and operational levels and to set priorities effectively, and work effectively as an individual and as part of a collaborative team, across LRF departments
- Confidence to interact with high-profile scientists and academic researchers
- Demonstrated ability to manage multiple projects and deadlines simultaneously
- Excellent oral and written communication skills are essential; excellent interpersonal skills
- High degree of flexibility, adapting to organization's priorities
- Ability to monitor progress, proactively identify potential problems, and work with teams to fill gaps in capacity
- Excellent computer skills, including proficiency with Microsoft Office Suite; experience with Raiser's Edge/Luminate Online, Adobe Creative Suite, WordPress Forms or WuFoo a plus but not required

Please e-mail resume and cover letter with salary requirements to apply@lymphoma.org and put "Senior Manager, Scientific Programs" in the subject line. Only applicants invited to move forward in the interview process will receive a response. Please note that all applicants invited to participate in the interview process will also be required to complete an application.