**Job title: Program Manager – Drug Discovery and PET Imaging**

Reporting to: Director of Research Partnerships, Business Development & the Drug Discovery Lead

**How To Apply:**

Please submit your resume and cover letter to resumes@rainwatercf.org

**Job Summary:**

The Program Manager will be the key support in managing our research portfolios focused on drug discovery (DD) and Positron Emission Tomography (PET) programs. This role requires a highly organized and adaptable individual who can provide essential administrative support, facilitate interactions with researchers, advisors, consultants and partners, and contribute to the efficient operation of our charitable mission. The ideal candidate will have a fundamental understanding of scientific research (therapeutic development and neurodegenerative disease research experience is a strong plus) and the ability to effectively manage diverse tasks in a mission-driven environment.

This is a full-time role. The ideal candidate will reside in the Fort Worth/Dallas area, but location is negotiable. The PM must be willing to travel up to 25% of the time, including international destinations. The salary range for this position is $75,000 to $90,000 (plus attractive benefits) depending on experience.

**Key Responsibilities:**

* **Drug Discovery and PET Portfolio Support:**
	+ Assist the Director and advisors in tracking and monitoring the progress of projects across the entire portfolio, from early-stage research through preclinical and clinical development.
	+ Maintain organized records and documentation related to the portfolio, including project summaries, timelines, budget adherence and milestones.
	+ Support the preparation of materials for program reviews, internal strategy discussions, and external presentations.
	+ Facilitate logistic arrangements for interactions with researchers, contract research organizations, advisers, and consultants involved in the projects.
* **Research Operations & Administrative Management:**
	+ Manage complex calendaring and schedule meetings for research teams with internal staff, external researchers, partners, advisers, and consultants. This includes coordinating logistics for in-person and virtual gatherings across different time zones.
	+ Attend a variety of meetings, take comprehensive and accurate notes, and ensure timely distribution of summaries, action items, and relevant materials.
	+ Organize and maintain detailed electronic filing systems for all research projects, contracts, correspondence, and other important documents, ensuring easy retrieval of information.
	+ Assist with processing invoices, tracking expenses, and managing budgets related to all research and partnership activities.
	+ Coordinate domestic and international travel arrangements for the Director and external collaborators, as necessary.
	+ Handle a wide range of general administrative tasks to ensure the efficient and smooth operation of the medical research team’s goals.
* **Other Responsibilities (Ad Hoc):**
	+ Provide flexible and proactive support for various tasks assigned by the Director to advance business development opportunities and partnerships.
	+ Assist with the initial review, organization, and tracking of research-related contracts, confidentiality agreements, and other legal documents.
	+ Support marketing and communication efforts by coordinating materials, managing contact lists, assisting with the logistics of events, conferences, or online presence, and generating website materials.
	+ Undertake other duties as assigned to support the Director's work in managing the overall research, partnership, and business development functions.

**Qualifications:**

* Bachelor's degree or above in a life science field (e.g., biology, neuroscience, pharmacology, chemistry) or a related discipline.
* Three years of experience in a research support, program coordination, or an administrative role, preferably within a scientific, biotech, or pharmaceutical environment focused on health or research.
* Demonstrated ability to manage multiple projects and tasks simultaneously, prioritize effectively under pressure, and consistently meet deadlines in a dynamic and evolving environment.
* Exceptional organizational and record-keeping skills with a meticulous attention to detail.
* High level of proficiency in using productivity software (e.g., Microsoft Office Suite) and complex calendaring/scheduling tools. Experience with CRM, project management software, or database management is highly desirable (e.g., Salesforce, Slack and Monday).
* Strong written and verbal communication skills, with the ability to synthesize information and take accurate, comprehensive, and actionable meeting minutes.
* Ability to work independently with minimal supervision, take initiative, and also collaborate effectively as part of a multidisciplinary team.
* Unquestionable discretion and the ability to handle confidential and sensitive information.
* A strong interest in neurodegenerative diseases.

**Preferred Qualifications:**

* Experience supporting DD and PET programs.
* Direct experience with or exposure to business development, research partnerships, or technology transfer activities.
* Familiarity with basic contract terminology and review processes.
* Experience in a dynamic biotech or start-up setting with a focus on medical or life sciences research.

**Attributes:**

* Highly proactive, anticipating needs and taking initiative to address them.
* Resourceful and adept at finding solutions to challenges.
* Highly adaptable and comfortable with a varied workload and shifting priorities.
* Possesses exceptional interpersonal skills and the ability to build rapport and interact professionally with a diverse range of internal staff, researchers, industry partners, and advisors.
* Demonstrates a strong work ethic, a high level of personal responsibility, and a deep commitment to the nonprofit's mission.

**About Us:**

The [Rainwater Charitable Foundation (RCF)](https://rainwatercharitablefoundation.org/) was created in the early 1990s by renowned private equity investor and philanthropist Richard E. Rainwater. When Richard was diagnosed with a rare neurodegenerative disease and primary tauopathy called Progressive Supranuclear Palsy (PSP), the RCF expanded its mission to accelerate the development of new diagnostics and treatments for tau-related neurodegenerative disorders. The RCF Medical Research Team support this focus by managing the [Tau Consortium](https://c212.net/c/link/?t=0&l=en&o=4355503-1&h=2410578403&u=https%3A%2F%2Frainwatercharitablefoundation.org%2Fmedical-research-program%2Fthe-tau-consortium%2F&a=Tau+Consortium), the [Rainwater Prize Program](https://c212.net/c/link/?t=0&l=en&o=4355503-1&h=1462924874&u=https%3A%2F%2Frainwatercharitablefoundation.org%2Fmedical-research-program%2Fthe-rainwater-prize%2F&a=Rainwater+Prize+Program) and the [Tauopathy Challenge Workshop](https://c212.net/c/link/?t=0&l=en&o=4355503-1&h=3218989698&u=https%3A%2F%2Frainwatercharitablefoundation.org%2Fmedical-research-program%2Fadditional-research-programs%2Fworkshop%2F&a=Tauopathy+Challenge+Workshop). With over $140 million invested in medical research to date, the RCF has helped to advance eight treatments into human trials. Currently the RCF supports a range of programs, including a focus on family economic security, medical research, and other initiatives that drive positive change.