



Special Initiatives Program Manager Job Description

April 25, 2022

About Amyloidosis Research Consortium

The Amyloidosis Research Consortium (ARC) is a 501c(3) nonprofit organization founded in 2015, harnessing the power of collaboration and innovation to advance science and both improve and extend the lives of those with Amyloidosis. We are dedicated to transforming the way research is being done and focus on what will have the most significant impact on improving the lives of amyloidosis patients. We forge collaborations across industry, research, clinical care, and regulatory to address unmet need and accelerate the discovery of new treatments. ARC empowers and supports patients by ensuring they have access to the best quality care and information.

Amyloidosis is the term for a group of rare diseases in which an abnormal protein misfolds and deposits as amyloid in organs and tissues, causing damage and eventually organ failure. There are different types of Amyloidosis, and they vary from one another in their biochemical nature and natural history. Some are acquired, and others are inherited. In the United States, approximately 4,000 people develop Amyloidosis each year. It is currently recognized to be wildly underdiagnosed, and therefore that number is expected to rise significantly.

To learn more about ARC, visit <http://www.arci.org>.

About the Position

Are you looking for a meaningful role? Interested in working with a motivated, thoughtful, creative, and friendly team to make a difference? ARC seeks a full-time Special Initiatives Program Manager to support the ASPIRE: Amyloidosis Industry Collaborative and additional cross-stakeholder collaborations, as defined by the Executive Director of Strategic Partnerships.

The ASPIRE: Amyloidosis Industry Collaborative is a group of leading life sciences companies that ARC has brought together to work in a pre-competitive space to address some of the most urgent issues faced by the amyloidosis community. ASPIRE aims to accelerate progress in the areas of diagnosis, care, and addressing health disparities through projects that are designed and implemented collaboratively, arriving at solutions that address shared challenges and unmet need.

To learn more about ASPIRE, visit: www.arci.org/aspire/



The Special Initiatives Program Manager, reporting to the Executive Director of Strategic Partnerships, will lead and support the development and dissemination of project deliverables, provide project management, logistical, and administrative support to multiple project-specific working groups, update project plans and project management tools, coordinate member convening events, and communicate diplomatically across stakeholders.

Responsibilities:

The Special Initiatives Program Manager will be responsible for developing project plans, timelines, budgets, and step-wise action plans to get multiple projects up and running, continuously on target, and successfully completed.

- Manages multiple projects and associated working groups.
 - Translates project concepts into timeline- and deliverable-bound project plans in collaboration with ARC staff and subject matter experts.
 - Hosts project-level meetings by preparing materials (agenda, slides), moderating discussions, completing meeting follow-up (minutes), and tracking action items between meetings.
 - Updates project management tools that track project-level milestones and timelines against committed resources and project budgets.
 - Develops project budgets, and manages financial tracking and reporting.
 - Supports the development of bi-annual project reports, in addition to supporting manuscript development and other communications, as needed.
 - Ability to assess opportunities for synergy across programs of work and develop processes that may be replicated.
- Helps strategically position ARC as a leader in the rare disease field through the evaluation and assessment of new project ideas, opportunities, and proposals.
- Collaborates with ARC staff members on communication efforts, including providing website and social media content, and developing quarterly reports for ARC's Board of Directors.
- Stays up-to-date on news, advancements, and needs in amyloidosis diseases.
- Leads background research efforts and presents materials clearly to leadership team.
- Manages and coordinates all logistics for in-person and virtual meetings.
- Ensures agreements, memberships, contacts, and all administrative elements are current and up-to-date.



- Assumes other duties and responsibilities, as needed, that are appropriate to the position.

Skills and Experience

- Experience and demonstrated ability to balance and manage multiple priorities, projects and deadlines; ownership of the work and outcomes.
- Highly organized, very detail-oriented, proactive and takes initiative. Ability to perform and prioritize multiple tasks, exercise good judgment, and quickly identify and resolve problems.
- Ability to work independently and collaboratively as part of a team within a dynamic work environment that includes virtual teams.
- Strong interpersonal skills and the ability to build relationships with internal staff, external experts, and other stakeholders.
- Ability to represent the organization, in written and verbal formats, to senior leaders in industry and government in a professional manner.
- Demonstrated experience with communicating science to different audiences and through different media, including websites, emails, presentations, and publications.
- Commitment to professional development and continued learning within an organization.
- Passion for non-profits, health equity, patient engagement, and cross-sector collaboration. Ability to be flexible, compassionate, and creative, while having a sense of humor.
- Experience utilizing MS Office, Salesforce, project management tools such as Wrike, Smartsheet, or Microsoft Project.
- Bachelor's Degree with 3+ years of experience and/or Master's Degree with equivalent experience, preferably in research, public health, rare disease, and/or life science industries.

This is an exciting opportunity to work at a growing organization, with a team that values a diversity of experience and demonstrates an unwavering commitment to the amyloidosis community.

How To Apply

Applications are reviewed on a rolling basis. To apply, please send a resume, cover letter, and writing sample to Grace Fan at gfan@arci.org. Emails without a cover letter and writing sample will NOT be considered.



Please ensure that your resume, cover letter, and writing sample are sent as Word or PDF documents with the titles “your name cover letter”, “your name CV”, and “your name writing sample.” Please put **“ARC Special Initiatives Program Manager – Your Name”** in the email subject line and let us know where you saw the post advertised. Thank you!

Additional Information

Office Hours & Requirement

This position is full-time, exempt. 40 hours per week, Monday – Friday 9-5 pm; opportunity to flex workday schedule to meet employee needs.

This position may start as a remote position due to the COVID-19 pandemic and while restrictions are still in place. The current remote nature of this role is considered temporary and may change as ARC continues to evaluate options. While we continue to monitor the evolving COVID-19 guidelines, some in-person team meetings may be expected. ARC will require COVID vaccination for all office staff members when we are back to the physical presence of the office setting.

Interview Process

Please note that we are currently conducting the majority of interviews and onboarding remotely and virtually. We appreciate your understanding.

Benefits Package

We offer a competitive benefits package including generous paid time off, health insurance, dental, vision, Long Term Disability, Life insurance, and more.

- Paid Time Off: 3-4 weeks paid vacation, 5 paid sick days, 10 paid holidays *Plus* ARC office is closed from Christmas Day to New Year’s Day. Flexible Friday Hours during the summer months.
- Medical/Dental/Vision: We offer a full range of contributory medical plans, dental & vision plans; all coverage begins as of your start date, no waiting period for new hires.
- Life/Disability: 100% employer-paid Life and AD&D plan, and Long-term Disability plan.
- Flexible Spending Accounts (FSA): Offer both Health FSA & Dependent Care FSA.
- Others such as Employee Assistance Program (EAP), Worker's Compensation, and more.



Equal Employment Opportunity

We are proud to be an equal opportunity employer – and celebrate our employees’ differences, regardless of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, or Veteran status.