



## **Job Description**

### **Associate Director of Clinical Affairs and Education**

*June 6, 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 Associate Director of Clinical Affairs and Education to manage ARC's care center network, lead ARC's clinical education programs, and oversee ARC's patient education and support lead.

The Associate Director of Clinical Affairs and Education, reporting to the Executive Director of Strategic Partnerships, will be responsible for delivering on key initiatives, growing programs to extend ARC's reach, developing relationships with health care professionals and clinical centers, and expanding opportunities for training that may result in increased disease awareness, earlier and accurate diagnosis, and equitable care management. The ideal candidate will have an in-depth understanding of the educational landscape for medical professionals, as well as the pressing educational needs of healthcare providers, and the needs and challenges patients experience with a complex, under diagnosed rare disease.

**Key Responsibilities:**

- Develop and lead ARC's care center network initiative, establishing a network of qualified centers to address unmet need and gaps and care.
- Build standards and criteria for care center designation, along with training opportunities to coordinate care, and establish processes for continuous performance evaluation.
- Manage a committee of expert reviewers and collaborate, as needed, with ARC leadership to leverage engagement with ARC's Nurse Collaborative and Patient Advisory Board on specific program components.
- Design, implement, and manage a portfolio of introductory and specialized medical education initiatives and events to improve overall disease awareness, clinical practice, and care management across clinical disciplines.
- Manage compliance and ensure adherence to applicable standards for accredited medical education programs.
- Develop resource materials and assets to raise disease awareness, promote early diagnosis, and disseminate best practices in treatment of amyloidosis types among relevant health care professionals.
- Develop strong relationships with leading and up-and-coming health care professionals to facilitate reciprocal partnerships and engagement with ARC's programs; establish a high level of trust and confidence in ARC as an organization.
- Develop educational sessions for conferences, symposia, and scientific congresses and represent ARC at relevant national and international conferences, symposia, and scientific meetings to position ARC as a leading and trusted voice on amyloidosis, and rare diseases generally. Activities may include educational and networking booth, speaking opportunities and presentations, etc.
- Manage and expand use cases and functionality of ARC's My Amyloidosis Pathfinder (MAP) tool and clinical resource app.
- Oversee and advise on ARC's portfolio of patient support programs.

**General Responsibilities:**

- Manage multiple projects, translating project concepts into timeline- and deliverable-bound project and budget plans in collaboration with ARC staff and subject matter experts.
- Collaborate with ARC's development and leadership team on strategic planning, to identify funding opportunities, and develop a case for support.



- Help strategically position ARC as a leader in the rare disease field through the evaluation and assessment of new project ideas, opportunities, and proposals.
- Collaborate with ARC staff members on communication efforts, including providing website and social media content, and developing quarterly reports for ARC's Board of Directors.
- Stay up-to-date on news, advancements, and needs in amyloidosis diseases.
- Assume other duties and responsibilities, as needed, that are appropriate to the position.

### **Skills and Experience**

- Nurse Practitioner, Registered Nurse with minimum 3+ years of progressive responsibility and experience, preferably with rare disease or oncology; and/or Master's Degree with equivalent experience in clinical field, rare disease, and/or life science industries.
- 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. Employee and team management experience required.
- 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.



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](mailto: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 “**Associate Director of Clinical Affairs and Education – 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 discuss flex workday schedule to meet employee needs.

ARC will require that all employees are vaccinated with exceptions for medical and religious accommodations. ARC may require proof of vaccination. This role may start as a remote position but will transition to a hybrid working arrangement of 40% on-site at our Newton office. Preference given to applicants located in Greater Boston Area.

#### ***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 Generous paid time off including holidays, sick leave, and vacation time.
- 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.



- Other benefits 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.