POSITION: **Director, Research**
REPORTS TO: **Vice President, Research & Training**
STATUS: **Exempt**
DIRECT REPORTS: **Manager, Research**

GENERAL DESCRIPTION

The Cancer Support Community is a non-profit organization providing education and support to people affected by cancer. In 2008, CSC established the first community-based Research & Training Institute dedicated to the development, implementation and dissemination of evidence-based programs designed to address the unmet social and emotional needs of cancer patients, survivors and their families. The Institute engages a diverse group of stakeholders and collaborators, including academic and healthcare partners, advocacy organizations, industry, patient representatives, and the Cancer Support Community's affiliate and online network. The Director of Research will manage multiple initiatives related to the psychosocial impact of cancer on patients and caregivers and the development and dissemination of evidence-based interventions across our global affiliate and online network.

The Director of Research will report to the Vice President, Research & Training and will be responsible for organizing and implementing all aspects of the diverse research projects in accordance with the CSC project team with the opportunity to develop professional presentations and peer-reviewed articles based on findings. Key areas of research include: 1) patient-reported outcomes through the development of the Cancer Experience Registry – an online initiative designed to engage patients and caregivers and track their social and emotional experience; 2) cost-effectiveness of integrated distress screening, referral and follow-up; and 3) caregiver initiatives, including the development and validation of a distress screening tool for family caregivers. We are seeking individuals with strong management and collaborative skills, excellent writing and communication skills, and interest in community-based research and outreach.

MAJOR DUTIES AND RESPONSIBILITIES

1. **Project Management/Direction**
    - Work closely with VP, Research & Training, and other senior staff to conceptualize, support, and execute the vision of the Research & Training Institute and the mission of CSC
    - Manage multiple research initiatives designed to assess the psychosocial impact of cancer and tailored interventions for patients and caregivers, as determined by the VP, Research and Training
    - Serve as Project Lead, as determined
    - Work in collaboration with several outside vendors (technology, PR) and consultants to facilitate various aspects of research initiatives

2. **Research**
    - Direct the design of questionnaires and scripts for qualitative research, and program surveys into various data collection platforms
    - Develop manuscripts, reports, posters, and abstracts
    - Present findings at professional conferences
    - Identify opportunities to write journal articles and facilitate the writing

3. **Development**
    - Develop and support submission of research and training proposals in support of new and ongoing programs in collaboration with VP of Research & Training
    - Identify and manage submission of proposals to new funding partners via grant writing and in-person meetings with potential funders in collaboration with VP of Research & Training

4. **Supervision**
    - Supervise research coordinator, graduate and undergraduate interns

5. **Other**
    - Represent CSC at various professional meetings and conferences, as needed
    - Manage administrative duties such as budget management, grants administration, and internal staff education as it relates to the education and outreach department

QUALIFICATIONS

- Master's Degree or Ph.D. in health/social sciences or equivalent preferred with a minimum of 3 years post-graduate experience
- Strong analytic research skills with experience in qualitative and/or quantitative methods
- Strong oral and written communication skills
- Highly motivated and directed, with attention to detail and ability to multi-task effectively
- General administrative skills, including ease with Outlook, Microsoft Office (including Word, PowerPoint, Excel)
- This is a regular full-time position with some travel required (10%)