



Artemis Project Director POSITION DESCRIPTION

BACKGROUND

The National Breast Cancer Coalition (NBCC) is a collaboration of activists, survivors, researchers, grassroots groups, and national organizations that have come together as disruptive innovators for social change. NBCC links hundreds of organizations and tens of thousands of individuals from across the country into a dynamic, diverse coalition that gives breast cancer a meaningful voice in Washington, DC, and state capitals, in laboratories and health care institutions, and in local communities everywhere. NBCC increases funding and leads efforts for innovative breast cancer research; monitors how research funds are spent; expands access to quality health care for all; and ensures that trained advocates influence all decision making in breast cancer.

NBCC's Artemis Project[®] is an innovative, mission-driven collaboration of advocates and scientists working side-by-side, to identify and answer the questions vital to ending breast cancer. It was created and is led by breast cancer advocates and focuses on solutions that are meaningful to women and men living with and at risk of breast cancer. Artemis focuses on Primary Prevention — how to stop women and men from getting breast cancer — and the Prevention of Metastasis — how to stop breast cancer from becoming lethal.

POSITION SUMMARY

Under the direction of the President, the Artemis Project Director provides leadership and scientific oversight for NBCC's Artemis Project. The ideal candidate can challenge the status quo while working within systems constraints. The Artemis Project takes an innovative, collaborative approach to scientific discovery, but still seeks to leverage the resources of academia, government, and other institutions. The Director should have an understanding of the process required to stimulate creativity, collaboration, risk-taking, and a sense of urgency within often risk-averse, hierarchical systems and institutions.

The Director should be able to think strategically at the 10,000-foot level but can also be scrappy and do what it takes on the ground. NBCC and the Artemis Project both operate with lean teams where everyone is willing to do whatever it takes to advance the work, but we also keep our eyes on the prize and figure out the path to get there.

The Project involves about 20 scientists from different institutions, disciplines, and locations, as well as 10 advocates. The Director will interact with all participants as necessary; help implement the strategic plan and oversee the infrastructure which includes annual and interim in person meetings, webinars, and teleconferences.



ESSENTIAL DUTIES & RESPONSIBILITIES

- Overseeing the planning and facilitation of all Artemis Project think tank meetings; liaising with vendors, consultants, and participants; coordinating logistics; attending all meetings
- Working with the President, the Artemis Project executive committee, and outside consultants to provide leadership in the development, implementation, and evaluation of existing and new science projects in support of the Artemis Project
- Helping to develop and implement specific work plans on research and analysis designed at Artemis Project meetings, in collaboration with Artemis Project advocates and scientists
- Managing NBCC's role in Artemis Project research grants; monitoring projects conducted using grant funds
- Coordinating work of cross-departmental teams as well as teams of scientists and advocates to ensure project objectives are achieved and timelines are met
- Monitoring and analyzing issues relevant to all research collaborations and identifying prospective participants
- Together with the Chief Programs Officer, managing and facilitating advocate participation in projects and collaborations
- Conducting, as required, research, data gathering and analysis
- Developing policy recommendations as required by specific projects
- Oversee the preparation of Artemis meeting reports
- Creating and delivering presentations that effectively communicate key project findings and recommendations for presentation to various audiences
- Working with appropriate Senior Staff on development and oversight of funding proposals and grants
- Developing and monitoring annual budget for projects
- Other tasks as assigned

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities to start. The position will oversee two senior managers and an assistant as the department expands.

QUALIFICATIONS AND REQUIREMENTS

- Graduate degree in science, or equivalent experience
- At least 10 years of experience in the development and implementation of science-based programs
- Minimum 5 years of management experience
- Proven experience in managing projects against tight timelines
- Understanding of the scientific research system, including the role of different funding sources, interest groups, and research institutions
- A dynamic leader with the ability to lead strategically with vision, energy, and passion in a culture of ambiguity as well as to take initiative when necessary



- Understanding of the necessity to cultivate financial support for endeavors. Enjoy partnering with fundraising professionals to craft narratives, elevate success stories, present results, and develop compelling and clear plans that will generate interest among potential donors
- Ability to prioritize among competing needs and opportunities and manage multiple projects at the same time
- Ability to be nimble and persistent. We have big goals, but we won't give up or settle for less. That means that plans may change when new opportunities arise, or old ones no longer prove effective.
- Clear record of exceptional writing and editing experience; excellent oral communication skills
- Some travel required
- Proficiency in Microsoft Office Suite

SALARY RANGE

The salary range for this position is \$110,000-\$130,000.

HOW TO APPLY

Email letter of interest with resume to jobs@stopbreastcancer.org with “Artemis Project Director” in the subject line. No calls please.

NOTE

This is a full-time permanent hybrid position located in Washington, DC. At present, NBCC staff work remotely on Mondays, Thursdays, and Fridays and are expected to be present in the DC office on Tuesdays and Wednesdays. The candidate must be based in the Washington, DC area.

NATIONAL BREAST CANCER COALITION VACCINATION POLICY

Throughout the COVID-19 pandemic, the National Breast Cancer Coalition (“NBCC”) has prioritized employee safety and well-being as well as the safety of our family members and communities. **NBCC requires that all Employees be fully vaccinated and boosted against COVID-19.**