



American Indian Cancer Foundation®

TITLE: Research Manager
FULL-TIME: 40 hours per week

REPORTS TO: Chief Executive Officer
STARTING SALARY: \$60-90K DOQ

The American Indian Cancer Foundation (AICAF) is committed to reducing cancer burdens for American Indian and Alaska Native people through improved prevention, early detection, treatment and survivor support. The RESEARCH MANAGER is responsible for leading our national native cancer equity research agenda, along with all aspects of multiple community based research projects and supervision of research staff in achieving program goals with adherence to work plans. The ideal candidate will have extensive community-based public health research experience, a successful record of obtaining funding and published research. This is a great opportunity to lead community-driven research in partnership with trusted community and academic partners.

Responsibilities Include

- Develop new research projects in alignment with AICAF mission and research priorities
- Identify opportunities and lead grant writing to secure funding for new research projects
- Manage and track all aspects of multiple research projects (planning, implementation, dissemination)
- Manage project budgets, work plans and timelines
- Supervise employees to manage and track research project requirements
- Communicate progress and potential issues with partners, consultants and funders
- Manage program communications with external audiences (scientific and community papers, reports, webinars and presentations at conferences and with community and academic partners)
- Take a lead role within the AICAF team by working directly with CEO and management team to support the development and implementation of organizational strategies, policies and practices
- Work effectively as a member of the AICAF team through participation in organization wide initiatives
- Complete other duties as assigned

Preferred Background and Skills

- Master's Degree in Public Health or related field (PhD preferred)
- More than 5+ years community-based public health research experience
- History of successful research funding and published research
- Experience with IRB processes (University and Tribal)
- Demonstrated experience planning, tracking, and documenting research projects
- Self-motivated with ability to prioritize and carry out concurrent projects on deadline
- Persistent attention to detail, while maintaining an overall view
- Demonstrated work ethic, integrity and professional conduct
- Demonstrated analytical and conceptual skills
- Demonstrated abilities in report writing and public speaking
- Flexibility to travel and work in different work environments and outside of usual office hours as needed
- Abstinence from commercial tobacco and illegal drugs
- Strong passion for the mission and vision of the organization

Essential functions

- Ability to remain at computer for long periods of time
- Ability to travel by vehicle and/or air as needed

Compensation Package: Salary and benefits, including paid vacation, holidays, sick leave, insurances (health, dental, short and long-term disability, life) and retirement plan with an employer match

To apply: Submit a cover letter and CV/resume to <mailto:info@AICAF.org> by 1.31.18. Find out more at www.AICAF.org. EOE/AA

Brief description for posting:

The American Indian Cancer Foundation has an opportunity for an experienced RESEARCHER to lead our national native cancer equity research agenda, along with all aspects of multiple research projects and direct supervision of research staff in achieving program goals with adherence to work plans. The ideal candidate will have extensive community-based public health research experience, a successful record of obtaining funding and published research. This is a great opportunity to lead community-driven public health research in partnership with trusted community and academic partners. To apply, submit a cover letter and resume to info@AICAF.org by 1.31.18. Find out more at www.AICAF.org/employment EOE/AA