

# **BREAST CANCER COALITION OF ROCHESTER**

## **Job Description**

**JOB TITLE:** Research Administrator

**REPORTS TO:** Executive Director

**CONSULTS WITH:** Executive Director, Research Advisory Board, Research Committee, Select Board Members, Staff

**SUPERVISES:** Interns & Volunteers

**SUMMARY:** In a small and evolving organization such as the Breast Cancer Coalition, it is important to make clear that we all participate in the tasks that need to be done. **At times our responsibilities not only overlap, but also each of us must have the knowledge and the willingness to pick up responsibilities for each other.** Therefore, there are areas that are not listed in this job description that may require that the person in this position be involved in limited ways. The person in this position will also arrange for coverage of duties during times of planned absence. All staff members will reflect the Coalition's philosophy and values in all job-related activities. All staff members are expected to demonstrate commitment to the Coalition's mission and goals.

**GENERAL SCOPE:** To provide leadership and direction to the Breast Cancer Coalition of Rochester's Breast Cancer Research Initiative, also known as the Greater Finger Lakes Breast Cancer Research Initiative, and to ensure that our Research Committee and Advisory Board feel the depth of our gratitude for their contributions to this work.

### **ESSENTIAL FUNCTIONS:**

#### **Leadership**

- Provide leadership in all aspects of the Breast Cancer Research Initiative
- Chair the Research Advisory Board
- Chair the Research Committee, a subcommittee of the Research Advisory Board
- Preside over the monthly meetings of the Research Committee and ensure minutes are recorded and distributed in a timely manner
- Participate efforts of the organization to increase funds to our research initiative

#### **General**

- Establish an annual timeline for the Research Initiative
- Maintain a mission statement about the work and purpose of the Research Committee and the Breast Cancer Research Initiative
- Oversee updates and changes to the Request for Proposals (RFP), as necessary, and ensure these are posted to our website
- Circulate/distribute the RFP by September 1 each year, or other date as determined, including the mailing of the RFP when necessary
- Oversee updates and changes to the Guide for Proposal Review (GFPR) as necessary
- Assist in the identification of scientific and breast cancer survivor-advocate reviewers and their recruitment, with focus on areas of specialized science where gaps have been identified
- Assist in the research review training of survivor-advocates prior to Research Review Day
- On an annual basis, review available research funds with the Executive Director

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### **Events**

- Oversee Proposal Review Day from start to finish including assignment of proposals to reviewers, reservation of venue, formation of review panel, collection of scores, recommendations to the board, etc.
- Coordinate all aspects of annual Awards Ceremony and Press Conference
- Arrange committee visits to funded research labs each summer, or as determined
- Arrange final presentations of funded projects to Research Advisory Board, Research Committee, and other select invitees annually and/or upon completion of projects
- Oversee the planning of an annual recruitment event for survivor-advocates, as needed or desired

### **Communications**

- Provide monthly written report to the Executive Director
- Review and provide updates to the scientific and research community database
- Outreach to other regional breast cancer organizations about our Breast Cancer Research Initiative to engage other survivor-advocate participation in our review process when needed or desired
- Ensure all contracts, reports, invoices are submitted to Executive Director in a timely way
- Prepare funding recommendation to Board of Directors, with assistance of Executive Director
- Using established protocol, compile and distribute comments to applicants not-funded
- Generate all written correspondence between committee and community
- Oversee contract process and timely payment to grant recipient(s)
- Write quarterly column for Voices of the Ribbon

### **QUALIFICATIONS:**

- 3-5 years experience in a communications or scientific field
- Excellent oral and written communication skills
- Dedicated team player with demonstrated ability to work independently, provide direction to projects, and handle stress
- Verified ability to motivate staff and lead volunteers to reach identified goals
- Basic knowledge of the scientific research process
- Exceptional time management and organizational skills with attention to detail
- Good listening skills
- Knowledge of and commitment to the purpose and programs of the organization
- Ability to work with a team and, where appropriate, delegate responsibility
- Knowledge of Salsa/DonorPro, Microsoft Office and Excel

### **EDUCATION:**

- Bachelor's degree or equivalent combination of education and experience

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**RELATIONSHIPS:**

- Works closely with Executive Director and Research Committee
- Works closely with Office Manager and other Development Team members

**PHYSICAL AND MENTAL DEMANDS**

- Requires judgment, integrity and tact
- Must demonstrate initiative and excellent interpersonal skills
- Must be adherent to detail
- Must be flexible and well organized, a creative problem solver, and politically savvy
- Must have ability to work independently
- Must be able to lift, carry, push or pull 25+ pounds
- The Coalition is a scent-free environment
- The Coalition adheres to Association of Fundraising Professionals (AFP) Ethical Principles & Standards

**OTHER**

- Periodic evenings and occasional weekend work may be required
- Ten (ten) hours per week
- Hourly wage of \$15/hour

**TO APPLY**

- **The following documents are REQUIRED:**
  - **Cover letter**
  - **Resume**
  - **Interviewees will be asked to provide three references that will be able to attest to your work-related skills and abilities**
- **Email to [employment@bccr.org](mailto:employment@bccr.org) (NO walk-ins or phone calls, PLEASE.)**