

**American Parkinson Disease Association  
National Headquarters  
POSITION DESCRIPTION**

May, 2017

**Position Title:** Vice President, Chief Scientific Officer

**Reports To:** President and CEO

**Purpose:** The purpose of this position is to provide strategic leadership and management of the organization's research and scientific programs and activities, serve as the lead staff member and liaison to the Scientific Advisory Board, provide scientific consultation to external and internal constituents and serve as a scientific spokesperson on behalf of the organization. To support the organization's strategic goals and objectives and to ultimately achieve APDA's mission.

**PRIMARY RESPONSIBILITIES**

**National Research Programs and Activities :**

- Provide senior leadership and consultation at the national and field levels throughout APDA on all medical and scientific research, information and referral, education and support and health and wellness materials, programs and services
- Develop, implement and evaluate the annual organizational research strategy, plan and budget in conjunction with the Chair of the Scientific Advisory Board
- Oversee the management of the research and Advanced Centers grants program
- Oversee the creation, management and on-going evaluation of all scientific materials and communications internal and external to APDA

**Revenue Generation:**

- Working with Senior Staff, develop strategies and obtain grants and other funding support for APDA's national research program
- Working with the Senior Staff, provide support of the integration of mission components into national and field fundraising campaigns and materials

**Volunteer Engagement and External Relations:**

- Key staff liaison to APDA's various scientific and clinical advisors, researchers and committees
- Develop and manage relationships and communications regarding scientific affairs with external stakeholders including: media, regulatory bodies, funders, advocacy groups, member organizations and other community groups
- Represent APDA by serving as a spokesperson at meetings, conferences, with the press/media, etc.

**Organizational Leadership:**

- Develop and manage department staff and budget
- Contribute as a key member of the Senior Staff management team
- Provide leadership in the national annual and strategic planning and implementation processes.
- Perform other related duties as assigned

## **POSITION REQUIREMENTS**

**Education:** Advanced degree: MD or PhD in a relevant life science field

**Experience:**

- Postgraduate clinical or research experience in studies of Parkinson disease and/or related disorders
- Academic productivity as evidenced by peer-reviewed publications in the medical literature

**Related Skills and Knowledge:**

- Excellent scientific evaluation and communication skills, ability to synthesize ideas from presentations and published literature
- Experience with grant proposal preparation and review.
- Superb written and oral communications skills and presentation abilities; strong attention to detail required
- Ability to build relationships with all levels of volunteers and staff
- Excellent planning, budgeting and evaluation skills
- Ability to work effectively both independently and in a team environment
- Demonstrated problem-solving and decision making skills and ability to work well under pressure
- Willingness and ability to travel as required to perform job
- Computer proficiency in MS Office/Outlook and appropriate software programs relating to the research program

**Core Competencies:**

- Evidence-based Scientist
- Results Driven
- Stakeholder Focus
- Decision Making
- Problem Solving
- Taking Initiative
- Managing Performance
- Team Focus
- Managing Change
- Building Collaborative Relationships
- Emotional Intelligence
- Building Trust
- Flexibility

To apply, send cover letter, resume, references to: [jobs@apdaparkinson.org](mailto:jobs@apdaparkinson.org).