

**Scientific Director
Position Description**

The Damon Runyon Cancer Research Foundation (Damon Runyon) funds high-risk, high-reward cancer research. The mission of Damon Runyon is to end suffering from cancer by identifying the most brilliant and promising young scientists and providing them with funding to pursue innovative cancer research. Damon Runyon funds brave and bold scientists who have the highest potential to achieve breakthroughs in how we diagnose, treat, and prevent all types of cancer.

Since its founding in 1946, Damon Runyon has invested nearly \$420 million in nearly 3,900 researchers, and its track record is second-to-none. Thirteen Damon Runyon scientists have received the Nobel Prize. Our scientists have led major research institutes and cancer centers, and, most importantly, they have made countless discoveries that are saving lives today.

The Damon Runyon Cancer Research Foundation is a highly efficient and effective organization. With an annual scientific research budget of \$20 million, it currently funds approximately 210 scientists through six award programs that support a range of young scientists – from those pursuing basic research to clinical studies. It pledges to donors that 100% of all donations will be used to support scientific research. Its fundraising and administrative costs are paid by its Broadway Tickets service and with income from its endowment.

Damon Runyon’s six scientific selection committees – one for each award – are comprised of world-renowned cancer researchers from across academia, medical research institutions, and biotechnology. These senior cancer scientists volunteer their time and expertise in order to identify and encourage those young scientists with both the greatest potential and the audacity to drive groundbreaking research.

Damon Runyon seeks a dynamic, rigorous, and creative individual with a strong scientific background to act as Scientific Director. This person will work closely with the President and CEO and the Chief Administrative Officer to manage and optimize the portfolio of Damon Runyon Award Programs. They will represent Damon Runyon to the scientific community, advocate for the importance of the mission, and demonstrate and communicate the ongoing impact of Damon Runyon scientists on the understanding, prevention, diagnosis, and treatment of cancer.

Reporting Relationship: Reports directly to the President and CEO

Location: New York City

Primary responsibilities:

- Working with the Chief Administrative Officer, manage the Damon Runyon Award Programs:
 - Oversee program-related policy development and implementation.
 - Work with the Scientific Committee of the Board of Directors and Award Selection Committees, including attendance at all meetings.
 - Read, review, and approve all annual progress reports from award recipients.
 - Manage the grantee database and electronic application and review processes.
- Perform evaluations of Award Programs to ensure their continued quality, relevance, and effectiveness, and to describe how research conducted by Damon Runyon-funded scientists is linked to high-impact discoveries and treatments in cancer.
- Contribute to Damon Runyon's strategies to improve diversity, equity, and inclusion throughout all of its scientific programs.
- Serve as a key liaison to the internationally recognized scientists affiliated with Damon Runyon, including members of the Board Scientific Committee, Award Selection Committees, and current and former Damon Runyon scientists.
- Plan and coordinate Damon Runyon's annual postdoctoral retreat and other scientific symposia.
- Work with Communications department to develop content and produce scientific copy for the annual report, newsletters, website, and other communications.
- Identify and highlight scientific discoveries by current and former award recipients through monitoring publications and social media.
- Follow current trends in basic and clinical research related to cancer and keep colleagues apprised of new developments. Attend annual national cancer meetings.
- Stay abreast of the biomedical research landscape and issues faced by early career investigators.
- Build relationships with and establish new initiatives to increase involvement and support of Damon Runyon by past award recipients.
- Participate in the development and implementation of strategies to enhance awareness of Damon Runyon programs in scientific and lay communities.
- Liaise with scientific journals and publications and with scientific associations.
- Contribute to research funding policy through interaction with peers in the science funding community, policy makers, and scientific leaders in areas relevant to the Foundation's mission.
- Participate in fundraising and other activities designed to promote awareness about Damon Runyon. Coordinate presentations by scientists at events and attend events as needed. Work with fundraising team to develop proposals in specific areas of interest to donors or prospects, support communications by award recipients with donors, and respond to inquiries from donors about research supported by Damon Runyon.
- Assist individuals who reach out to Damon Runyon regarding cancer-related medical issues and questions.

Knowledge, Skills and Experience:

- PhD, MD, or equivalent advanced degree in science, medicine, or related field.
- Experience in the cancer research arena, including conducting research, preparing presentations, writing peer-reviewed papers, and reviewing scientific work.
- Knowledge and understanding of the scientific peer review process, the mechanics of scientific grant-making, and the culture of academic medical and research centers.
- Minimum of two years experience in science-related work away from the laboratory; cancer relevance preferred.
- Understanding of current trends in basic and clinical cancer research.
- Outstanding oral and written communication skills, including the ability to translate scientific information for non-scientific audiences.
- Strong analytical skills and ability to summarize and explain data in a clear and concise manner.
- Highly organized and detail-oriented.
- Strong administrative and organizational skills with the ability to take initiative, handle multiple tasks concurrently, and work independently as well as collaboratively.
- Excellent interpersonal skills, including the ability to interact with scientists and non-scientists at a variety of levels in a collaborative, effective manner. A record of success working with a team to achieve shared goals.
- Creative and flexible problem solver.
- Willingness to travel as necessary.
- A strong commitment to the mission of the Damon Runyon Cancer Research Foundation.

Salary and benefits will be commensurate with qualifications and experience.

Please send a cover letter describing your qualifications and interest in this position and resume to Yung S. Lie, PhD, President and CEO, at jobs@damonrunyon.org.

The Damon Runyon Cancer Research Foundation is an equal opportunity employer committed to the principles of non-discrimination in the workplace. Candidates will not be discriminated against on the basis of age, race, creed, color, religion, sex, sexual orientation, national origin, disability, marital status or any other basis that is prohibited by federal, state, or local law.