



## **Vice President, Research & Science**

### **Job Description:**

The American Diabetes Association is seeking a Vice President of Research & Science to join our Science & Health Care Team. Reporting to the Chief Science and Medical Officer, the Vice President will be responsible for management of the ADA's research portfolio and the execution of the annual ADA Scientific Sessions. This leader will be expected to have diabetes content mastery and research experience. It is required that this individual possess a strong science background, have grant experience, meeting management skills, strong knowledge of budget management and fiscal responsibility, possess strong organization skills, and have an innovative mindset. This leader will need to proactively identify content area needs and budgetary matters and communicate them effectively with the Chief Medical & Science Officer or the VP of Operations.

### **RESPONSIBILITIES:**

- Leading grant program strategy and overseeing operations with an understanding of grant management lifecycle and programmatic intricacies to successfully execute at all stages.
- Drive opportunities for external communications about research progress and identify research communicators to extend the ADA message.
- Possess knowledge of research trends and bring innovative opportunities to leadership team conversations.
- Oversee team executing on annual ADA Scientific Sessions planning and delivery.
- Administer high-quality program and fiscal operations and recommend process improvements, as warranted.
- Communicate effectively to engage with partner leaders and other departments within the ADA, as well as external grantees, volunteers, and other relevant parties.

**QUALIFICATIONS:**

- National meeting management and execution expert who is able to ensure the strong delivery of the annual ADA Scientific Sessions, including managing speakers, vendors, facilities, promotional activities, international relationships, and industry partnerships.
- Understanding of CE accreditation process and rules to effectively manage meeting deliverables that require accreditation.
- Ability to envision and strategize new ways to communicate ADA research progress at national scientific meetings.
- Understanding of medical/science training program intricacies in order to effectively create and modify, as needed, ADA training programs.
- Strong writing skills in order to contribute to ADA publications and communications.
- Ability to engage grantees in learning opportunities in order to foster career advancement.
- Efficient manager of time with the ability to prioritize in order to ensure high performance.
- Highly organized in order to support the management and delivery of several programs simultaneously.
- Strong team leader who motivates their team to deliver excellence and problem solves to ensure team cohesion.
- Manage content review for accuracy in partnership with other members of the leadership team.