

NRG Oncology is seeking an experienced, full-time, Executive Director in Philadelphia, PA.

The Executive Director is responsible for the oversight and management of NRG Oncology's operations through coordination with the operational departments and the Statistics and Data Management Center (SDMC). This position holder reports to the three NRG Oncology Chairs and receives direction and guidance from them.

Responsibilities:

- Act as the primary administrative contact with the National Cancer Institute (NCI) related to the National Clinical Trials Network (NCTN), NCI Community Oncology Research Program (NCORP), and NRG Oncology Biospecimen Bank (BSB) grants. Communications from the NCI to the ED shall be handled directly by the ED or shared and assigned to with the appropriate department personnel for follow-up. Any responses back to the NCI shall be through the ED, unless otherwise directed by the ED.
- Works jointly with NRG Oncology leadership and the Executive Directors of NRG Oncology to align NRG policies and procedures.
- Responsible for all functions related to the Institutions, including membership application process, membership roster, membership committee support, negotiate and fully execute Institution purchase service agreements.
- Administratively support
 - Board of Directors' meetings and corporate committees, such as, but not limited to, the Executive Committee and Finance Committee;
 - Three NRG Oncology Chairs meetings;
 - Grant related meetings, such as NCTN, NCORP, and BSB related meetings;
 - Voting Members meetings;
 - Administrative meetings with the sub awards' administrative staff and the SDMC.
- Responsible for the direction and planning of NRG Oncology meetings through working with the meeting planning vendor, including, but not limited to, the semi-annual meetings, meetings with pharmaceutical companies and other industry partners.
- Administrative oversight of the corporate and grants budgets and actual expenditures through working with the finance and sponsored projects vendor, to ensure that funding is appropriately allocated and incurred.
- Administrative oversight of the preparation and submission of grant proposals and progress reports through working with the sub awarded research centers and the finance and sponsored project vendor.
- Implementation of a quality assurance program for NRG Oncology and coordination with the sub awarded research centers.
- Implementation and coordination of corporate fundraising activities.
- Implementation and ongoing maintenance of an NRG Oncology conflict of interest policy.

Professional Qualifications:

- 5+ years of senior nonprofit management experience
- Knowledge of the NCI cooperative group system is preferred
- Working knowledge of administration of clinical trials
- Federal grants experience
- Strong organizational abilities including planning, program development and task facilitation

- Strong written and oral communication skills
- Excellent interpersonal skills and multidisciplinary project skills

Education Qualifications:

Bachelors degree is required; a master's degree or equivalent is preferred

Organization Overview:

NRG Oncology is a non-profit research organization formed to conduct oncologic clinical research and to broadly disseminate study results for informing clinical decision making and healthcare policy. It brings together the National Surgical Adjuvant Breast and Bowel Project (NSABP), the Radiation Therapy Oncology Group (RTOG), and the Gynecologic Oncology Group (GOG)—each recognized internationally as a research leader.

Please remit resume to: info@impacthrllc.com