

Research Portfolio Manager for Community & Stakeholder Engagement

The Northwestern University Clinical and Translational Science Institute (NUCATS) and the Center for Community Health (CCH) are seeking an experienced program manager to lead a range of initiatives that support community and stakeholder engagement in research. This approach accelerates the impact of research on the health and healthcare of communities, by cultivating diverse partnerships to integrate complementary perspectives, skills, and resources. To learn more about CCH and community engagement in research, visit <http://www.feinberg.northwestern.edu/sites/cch>.

Working directly with NUCATS and CCH leadership, this position will help develop and implement innovative approaches for assessing and aligning the specific needs and resources of investigators and community stakeholders; facilitating different forms of research partnerships; and leveraging appropriate services provided across the institution to support their success. This position will build new and reinforce existing relationships with diverse investigators, collaborators, and community partners. This position will also help develop a system to continuously evaluate and improve portfolio management processes.

Key responsibilities include:

- Develop and facilitate a new structured portfolio management process for community & stakeholder engagement in research.
- Triage requests for support and consultation by performing initial needs assessments, then coordinating appropriate services and resources to deliver solutions.
- Work with research teams and partners to identify and integrate the optimal form(s) of community & stakeholder engagement.
- Coordinate CCH processes for structured guidance sessions that provide input on challenges faced by teams in research design, implementation, and dissemination.
- Strategically develop and manage relationships with the clinical and translational science community and stakeholder partners. Includes attendance of conferences, seminars, workshops, departmental meetings, community meetings, etc.

Qualifications include:

- Bachelor's degree in a related field (Master's or PhD preferred) and at least 5 years of relevant professional experience working across a combination of academic research and community-based settings.

- Demonstrated high degree of professionalism and self-motivation; with excellent organizational, analytical, technical, problem-solving, and communication skills.
- Demonstrated ability to develop effective operational processes and procedures; flexibility to prioritize work and manage several concurrent projects within deadlines; and interpersonal skills with people at all levels of the university and with community and stakeholder partners.
- Professional experience across a) multiple phases of the academic research process (study design, proposal development, project management, participant recruitment, and dissemination of results), and b) with principles and best practices of community & stakeholder engagement.
- Must be proficient in Microsoft Office suite (Excel, Outlook, Word, and PowerPoint).
- [Preferred] Grant review experience either on federal study section or foundation review.
- [Preferred] Experience working across more than 1 field in the translational sciences; from basic/bench science, to clinical trials (both investigator-initiated and multi-site industry-sponsored), to healthcare delivery and population health.

Apply online: Job ID # 22659 at <http://www.northwestern.edu/hr/careers/>

Please submit resumes using the online system by 12/20/14, for an anticipated start-date of approximately 2/1/15 – although flexibility in this timeline may be considered for highly qualified candidates.

Contact CCH@northwestern.edu with questions about this position.

Northwestern University Clinical and Translational Sciences (NUCATS) Liaison Opportunity

NUCATS Associate Director, Community & Stakeholder Engagement

The Northwestern University Clinical and Translational Sciences (NUCATS) Institute recognizes the importance of active and substantive community stakeholder participation in priority setting and decision making, across all phases of clinical and translational research; as well as in NUCATS leadership and governance. **NUCATS is creating a new leadership role for a community representative to serve as Associate Director of Community and Stakeholder Engagement.** This is an exciting opportunity for a community stakeholder to help shape the integration of community perspectives into NUCATS' vision and activities, and to create a bridge between NUCATS and the community.

The mission of NUCATS is to speed transformative research discoveries to patients and the community. This includes the development and provision of services to support research across the full translational spectrum – from basic science, to clinical trials, to community and population health. Further information about NUCATS Steering and Governance structure can be found here:

<http://nucats.northwestern.edu/about/nucats-steering-and-governance.html>.

The Associate Director for Community and Stakeholder Engagement (AD-CSE) will facilitate broad community, patient and stakeholder input in NUCATS priority setting and decision making by participating in Leadership Group meetings and collaborating with other Associate Directors to foster meaningful community input on initiatives, and to ensure that translational research meets patient and community health needs. The AD-CSE will insure that community priorities are reflected in NUCATS strategies and services.

The Center for Community Health (CCH) supports community and stakeholder engagement in research for NUCATS initiatives. The AD-CSE will liaison with the CCH steering committees and their constituents (see <http://www.feinberg.northwestern.edu/sites/cch/index.html>) to increase bi-directional communication between NUCATS leadership and community stakeholders. This may include attendance at some steering committee meetings, communicating with the steering committees or their leadership, both to obtain input on NUCATS initiatives and to provide updates on activities.

Specific Role and Responsibilities

- Serve as a member of the NUCATS Leadership Group to provide community perspectives and facilitate broader community input to NUCATS priority setting, decision making and initiatives
- Advise on appropriate stakeholder engagement strategies in the development and conduct of NUCATS initiatives across the full spectrum of translational research
- Serve as a liaison to diverse community and stakeholder organizations and networks, and assist in ongoing bidirectional communication between NUCATS and these organizations about their interests, assets, and needs
- Serve as a direct liaison between NUCATS leadership and the community-academic steering committees of CCH and its Alliance for Research in Chicagoland Communities and Practice-Based

Research programs

Candidates' input is invited for shaping this new role; thus the exact hours and compensation involved will be determined during the selection process. The role is envisioned as complementary to and compatible with a candidate's existing primary position in a community/stakeholder organization (e.g. community/faith-based organization, public agency, community health center, etc.). As appropriate, the scope and structure of the AD-CSE role may change or expand in the future to fulfill leadership needs.

The ideal candidate will have the following qualifications:

- Currently serving and/or relevant past experience serving in a senior leadership position at a community stakeholder organization
- Deep understanding of diverse Chicagoland communities, patient groups and other stakeholders and understanding of appropriate mechanisms for actively engaging representatives from these networks as needed to inform and participate in NUCATS activities
- Experience with different types of research or evaluation strategies and understanding of university systems
- Experience writing reports, manuscripts or proposals
- Strong collaborative skills and experience working in and facilitating diverse multi-sector partnerships
- Prior experience serving in a leadership role on executive committee preferred
- Ability to attend monthly leadership group meetings held at 11 AM on first Wednesday of the month and have quarterly meetings with the NUCATS director

Application Process

Interested applicants should submit a resume and cover letter describing their interest and qualifications for the role and how the role could be integrated into their current job responsibilities. Finalists will be interviewed by staff and a selection committee consisting of members of the NUCATS Leadership Group and CCH steering committees. Finalists will be asked to provide a letter of support from their employing organization indicating willingness to have NUCATS fund a portion of the applicant's time to work on NUCATS activities.

Applications and questions about the position should be submitted to cch@northwestern.edu by February 28, 2015.