

Job title	<i>Executive Director, Clinical Trial Ecosystem</i>
Reports to	<i>President</i>

Job purpose

The *Executive Director, Clinical Trial Ecosystem* will manage all initiatives and activities relating to the Clinical Trial Ecosystem (Hub), including, but not limited to: writing and submitting grants; fundraising; enterprise system planning, execution, and maintenance; and, developing and implementing the Hub's business model. The *Executive Director, Clinical Trial Ecosystem* will coordinate and enable collaboration from volunteers, incorporating feedback from the volunteers and the Clinical Trial Advisory Board, under the direction of the President.

Duties and responsibilities

- Write grant applications to obtain funding
- Present to potential donors to obtain funding
- Manage the implementation of the enterprise system, utilizing one or more 3rd party vendors
- Develop the business plan for sustainability
- Develop SOPs for the hub operations
- Design system and maintain records for hub members at various levels
- Communicate with potential sponsors and members to gain participation in events, activities, and paid advertising
- Set up and manage a call center, as needed
- Assist with other duties as assigned

Qualifications

- B.S. degree required
- Experience implementing a software-based enterprise database system, required
- 10 yrs of project management experience, minimum
- Experience with at least one clinical trial
- Experience creating and maintaining client relationships
- Experience fundraising, preferred
- Experience writing successful grant applications, preferred
- Experience using Word Press for website updates, preferred
- IT experience, preferred
- Comfortable using software systems and learning new ones
- Proficient with Microsoft Office software
- Self-motivated, yet customer-focused



- Creative
- Detail oriented
- Excellent verbal and written communication skills
- Must have “Can-Do” attitude
- Must be able to work well independently and with others
- Resident of San Antonio or surrounding community

Working conditions

Flexible hours communicated in advance; a maximum of 37 hrs/week.

Physical requirements

N/A

Direct reports

N/A

Position Type

Independent contractor.

To apply, send email and resume to novalle@biomedsa.org.