



**4/29/22**

## **Project Manager**

Break Through Cancer is a new foundation which empowers outstanding researchers and physicians to intercept, as well as find cures, for the deadliest cancers by stimulating radical collaboration. It represents a first-of-its-kind collaboration of five of the top cancer research centers in the world: Dana-Farber Cancer Institute, Johns Hopkins Sidney Kimmel Comprehensive Cancer Center, MIT's Koch Institute for Integrative Cancer Research, The University of Texas MD Anderson Cancer Center, and Memorial Sloan Kettering Cancer Center.

Break Through Cancer is focused on several of the world's deadliest cancers: initially glioblastoma, AML, ovarian, and pancreas cancers. These are diseases with poor prognosis for which progress has been very slow. We are looking beyond conventional therapies, utilizing new strategies, structures, and thinking from across disciplines, with the goal of enabling discoveries at an unprecedented pace. A key part of our strategy is to create technology and systems that make sharing data in real time frictionless. We believe that sophisticated computational infrastructure and analysis platforms are critical to support radical collaboration between academic institutions and between academia and industry.

**Break Through Cancer seeks an organized, passionate, and enthusiastic Project Manager to report to the Program Management Team Lead under the Chief Science Officer.** The primary responsibilities of these roles will be to work closely within one of our specific disease areas to manage timelines, deliverables, and expenditures for specific project(s) and to work closely to support Break Through Cancer-funded scientists to proactively identify and overcome key executional barriers.

### **Responsibilities**

- Managing specific project(s) within the Break Through Cancer portfolio of projects; Working closely with embedded project managers and scientists at world class cancer research centers across the country to align goals and meet timelines and deliverables;
- Schedule, manage and provide support for team meetings, project review presentations and written project reports;
- Manage and track project progress and communicate with stakeholders, and as needed, develop team and project metrics for monitoring success;
- Working to revise and manage IRB protocols and inter-institutional legal agreements related to project(s);
- Preparing and monitoring project budgets and expenditures;
- Work closely with computational experts to gain an understanding of data processing methods and tools
- Working closely with data manager(s) to oversee the appropriate flow of data into a shared cloud environment, as well as maintaining access control lists;



Collaborating for Cures

- Organize training sessions and engagement activities including retreats, in-person team meetings, and hackathons;
- Preparing notes and minutes for key scientific meetings and well as strategic programmatic memoranda; and
- Other duties as assigned.

### Qualifications

- Advanced degree in Cancer Biology or equivalent experience;
- Expertise managing projects related to human subjects and large-scale datasets preferred—ideally in both academic and industry environments ;
- Expertise with project management and communication tools
- Familiarity with programming and command-line tools required;
- Familiarity with financial reporting;
- Growth mindset with the desire to work in a collaborative environment to promote and drive superior team performance;
- Demonstrated ability to succeed in a fast-paced, dynamic, and high growth environment;
- Excellent external and internal communication, organizational; and
- Solutions-oriented problem solver.

Break Through Cancer is committed to providing equal opportunities in employment and prohibits discrimination and harassment of any kind. We treat our fellow Break Through Cancer colleagues and Break Through Cancer applicants fairly and respectfully. We seek to employ people with skill and integrity, and provide them with the means to develop professionally. We hire without regard to race, color, religion, creed, citizenship, national origin, age, sex, gender, pregnancy, gender identity/expression, sexual orientation, marital status, disability (including neurodiversity), genetic information, veteran status, and any other legally protected group, in accordance with applicable federal, state, or local law.

To apply for the Project Manager role, please send a cover letter and CV to [info@breakthroughcancer.org](mailto:info@breakthroughcancer.org)