



Project Coordinator

Break Through Cancer

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 prognoses 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.

Making project teams across five institutions function as if they were all working within the same laboratory requires world-class project management in several domains, including building and strengthening relationships and alliances, overseeing compliance/IRB and intellectual property obligations, and managing projects and deliverables to succeed on appropriate timelines. Projects will include new clinical trial formats, new laboratory experiments, and complex relationships with academic, hospital, and industry partners. Excellent project management to empower project teams and deliver impact is critical to Break Through Cancer's success.

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

Responsibilities include but are not limited to:

- Managing aspects of specific projects within the Break Through Cancer portfolio of projects;
- Working closely with BTC Project Management Team and embedded project managers and scientists at the participating institutions 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;
- Organize training sessions and engagement activities including 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.

The successful candidate will gain exposure to working with leading cancer researchers across the United States, and, as such, the role affords great professional development potential.

Skills/Requirements

- BS or equivalent, familiarity with/experience in life sciences preferred;
- Familiarity with project management and communication tools such as Asana, Slack, and LucidCharts preferred;
- Familiarity with programming and command-line tools preferred;
- 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 verbal/written skills;
- 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 Break Through Cancer Project Coordinator position, please submit a cover letter and cv to: info@breakthroughcancer.org