

Program Manager

Brief Overview:

Cures Within Reach (CWR)'s Program Manager supports the organization's goal of using approved therapies to find treatments for patients with unsolved diseases. The Program Manager is an important member of CWR's small, productive and passionate team, helping the organization to find, select and manage its portfolio of funded clinical trials through its patient-focused approach.

About Cures Within Reach:

[CWR](#) leverages the speed, safety and cost-effectiveness of repurposing, testing already approved therapies for new diseases: driving more treatments to more patients more quickly.

CWR is a US-based philanthropic medical research nonprofit focused on catalyzing research to facilitate and validate already approved therapies for new indications to create fast-track clinical impact. CWR provides grants to clinicians and researchers for pivotal, pilot, Phase I/II clinical studies that, when successful, de-risk follow-on trials and allow a catalytic effect of follow-on funding for trials that build clinical evidence for regulatory approval or for off-label use.

CWR's 2024 and 2025 major initiatives focus on impacting Health Equity; Veterans; and Pediatrics – its 3 population-based communities. Other CWR Communities include disease-area (rare diseases, neurology and oncology) and geography (Chicago, Mid-Atlantic and LMICs). CWR currently has a portfolio of 50 funded trials at 38 institutions in 35 diseases in 12 countries. To date, CWR has provided over \$10 million in grants to nearly 150 repurposing research projects that helped to leverage over \$100 million in additional funding - \$10 in new clinical trial funding for each \$1 that CWR awarded. Read more about [our impact here](#).

Position Description:

The CWR Program Manager supports CWR overall by assisting with all programs, events and initiatives as well as operationally. The Program Manager, working both internally and with the organization's external stakeholders, allows the organization to work seamlessly. This position is currently 16 to 24 hours each week, but CWR may expand this to full-time within 6 months. The position is hybrid: mostly virtual with 1 or 2 days each week at CWR's downtown Chicago office. All full-time employees are eligible for medical and other benefits, including retirement.

Duties and Responsibilities:

The Program Manager will support and work under direction of CWR leadership in key areas:

Programmatic Support:

- Working with CWR leadership on general organizational administration, including marketing/communications (e-newsletters, spotlights, success stories, press releases, social media, videos, etc.), database management, fundraising/development, donation acknowledgement, financial systems, etc.
- Researching to support CWR Community development, marketing / outreach, and building the funding partner pipeline
- Supporting CWR's various events management needs (virtual, in-person or hybrid), including registration support, marketing/outreach, sponsorship and donation coordination, day-of requirements, and post-event follow up
- Other projects supporting CWR as needed

Scientific Support:

- Assisting CWR's funding opportunity Requests for Proposals (RFPs), including RFP outreach and marketing, letter of intent (LOI) and proposal submission management, Grant Review Committee engagement, etc. as needed
- Assisting CWR leadership to manage research clinical trials selected for funding by CWR, including agreement finalization, post-award reporting and communications, follow-on reporting, etc. as needed

Ideal Candidate Qualifications:

- BA/BS degree or higher, with a preference in the biomedical sciences
- General understanding of scientific and healthcare concepts; scientific and/or pharma background preferred
- Excellent written communication and presentation skills, with a strong attention to detail
- Ability to work on multiple projects at once with varying timelines and deadlines; project management experience preferred
- Experience at or in partnership with a small not-for-profit preferred
- Some background in online systems experience, including website analytics, website user interface, online content/community management and social media strategies
- Experience using a CRM system (such as Salesforce) and email marketing systems preferred
- Self-starter with the ability to work both independently and as part of a team in a small organization, and can be both adaptable and flexible
- Ability to work remotely as appropriate with little supervision, while still meeting goals and deadlines
- Ability to work in a timely and professional fashion, while in a fast-moving, dynamic, entrepreneurial environment

How to Apply:

Interested candidates should email a resume and thoughtful cover letter: staff@cureswithinreach.org.