



HHT Foundation  
P.O. Box 329  
Monkton, MD 21111

## Research Coordinator

**Job Title:** Research Coordinator

**Organization:** HHT Foundation International, Inc. (Cure HHT)

**Location:** Remote

**Employment Type:** Full-Time with benefits

**Reports To:** Director of Research with oversight from the COO

### Job Summary:

Cure HHT is a leading organization dedicated to advocating for patients and families affected by Hereditary Hemorrhagic Telangiectasia. We are seeking a passionate and detail-oriented Research Coordinator to join our team. The Research Coordinator will play a critical role in supporting ongoing and upcoming research initiatives aimed at improving the understanding, diagnosis, and treatment of HHT. This position will involve coordinating clinical studies, liaising with researchers and clinicians, managing data, and ensuring that our research efforts align with the organization's mission to advance patient care.

### Key Responsibilities:

- **Project Coordination:**
  - Help to coordinate and manage research projects, including clinical and observational studies.
  - Develop and maintain project timelines, ensuring that all milestones are met according to schedule.
  - Organize and facilitate meetings with research teams, including drafting agendas, taking minutes, and tracking action items.
- **Data Management:**
  - Collect, manage, and analyze research data in compliance with ethical guidelines and regulatory requirements.
  - Ensure the accuracy, integrity, and security of research data, including maintaining patient confidentiality.
  - Assist in the preparation of data reports, summaries, and presentations for internal and external stakeholders.
- **Stakeholder Engagement:**
  - Facilitate communication between the research team, patients, and other stakeholders to ensure the smooth execution of research activities.
  - Support patient recruitment and retention efforts, including the development of patient-facing materials and outreach strategies.
- **Regulatory Compliance:**
  - Ensure that all research activities comply with institutional, local, and federal regulations, including IRB (Institutional Review Board) submissions and approvals.
  - Maintain up-to-date knowledge of relevant guidelines and best practices in clinical research and rare disease advocacy.

## **Qualifications:**

- Bachelor's degree in a relevant field (e.g., public health, biology, clinical research) required.
- At least 2 years of experience in clinical research coordination, preferably in a nonprofit or academic setting.
- Knowledge of clinical research processes, including study design, data collection, and regulatory compliance.
- Strong organizational skills with the ability to manage multiple projects simultaneously and meet deadlines.
- Excellent written and verbal communication skills, with the ability to convey complex information clearly and concisely.
- Proficiency in research software and tools (e.g., EDC systems, data analysis software).
- Familiarity with rare diseases and patient advocacy is a plus.
- Ability to work collaboratively in a team-oriented environment.
- Commitment to the mission and values of Cure HHT.

## **Compensation:**

- Full Time
- Opportunities for professional development and career growth.

## **How to Apply:**

Interested candidates should submit a resume and references to Cassi Friday at [Cassi.Friday@curehht.org](mailto:Cassi.Friday@curehht.org). Please include "Research Coordinator Application" in the subject line.

Applicants must reside in the United States. Full-time employees will receive a comprehensive benefits package, including holidays, paid time-off, health insurance (covering medical, dental, prescription drugs, and both short and long-term disability), as well as the option to participate in a 403(b) plan with company matching after meeting the eligibility criteria.

Cure HHT is an equal opportunity employer and encourages applications from individuals of all backgrounds, including those with lived experience of HHT or other rare diseases.