

## **Senior Coordinator, Clinical Engagement: Job Description**

The Foundation for Sarcoidosis Research (FSR) is a mid-sized non-profit seeking a strategic leader to oversee and optimize the operational aspects of our programs, ensuring efficiency, compliance, and the highest standards of service delivery. Reporting directly to the Senior Director, Global Clinical Engagement, the Senior Coordinator assists with all matters pertaining to FSR's Global Sarcoidosis Clinic Alliance, all global clinics, marketing & promotion, and clinical programming.

The FSR Global Sarcoidosis Clinic Alliance is a member program consisting of clinics, hospitals, and individual providers committed to finding a cure and offering evidence-based, patient centric care for those living with sarcoidosis.

The Senior Coordinator support the building and stewarding this network of clinicians and providers around the globe through marketing, communications, sales, stewardship and implementation of clinical engagement programs and initiatives. The Senior Coordinator will provide support for our Alliance Leadership Committees. The Senior Coordinator provide support for clinician education including, but not limited to, our Clinical Engagement Program (CME accredited), Journal Club (CME accredited), Peer Case Review, and Grand Rounds programming.

The Senior Coordinator will also support all non-Alliance related clinician, ancillary staff, and provider outreach and programming including, but no limited to growing our clinician membership and educational initiatives, overseeing the FSR Provider Directory, the Physician and Researcher monthly outreach email, and maintaining and growing our provider contact list.

The Senior Coordinator reports directly to the Senior Director/Global Head of Clinical Engagement.

### **About the Foundation for Sarcoidosis Research (FSR)**

Established in 2000, The Foundation for Sarcoidosis Research (FSR) is the leading international nonprofit organization dedicated to finding a cure for sarcoidosis and improving care for sarcoidosis patients. FSR headquarters is in Chicago and there is a Washington, DC satellite office. Since inception, FSR has fostered over \$6 million in sarcoidosis-specific research efforts and has worked diligently to provide resources to thousands. For more information and to join our community, visit [www.stopsarcoidosis.org](http://www.stopsarcoidosis.org).

FSR is committed to providing fair and equitable access to all. To learn more about our efforts to address health disparities, please visit <https://www.stopsarcoidosis.org/aaws-campaign/> and <https://www.stopsarcoidosis.org/actnow/>

*This is a full-time exempt position. The position has the option of being fully remote. FSR has offices in Chicago and DC, but employees may choose to work remotely. Some travel for*

*conferences, events, Board meetings, and staff retreats is required.. FSR encourages diverse candidates to apply.*

### **Responsibilities:**

- Manages the Clinic Database and all related clinic working documents by performing the following:
  - Mines for new clinics and new contacts to expand database
  - Manages clinic database information in real time
  - Maintains, updates, and builds GSCA Member email list
  - Regularly audits clinic database
  - Maintains the Alliance Presentation Tracker
  - Strategizes and maintains clinic pipeline
  - Manages Emma distribution lists
- Supports CME accreditation applications and follow-up for all FSR-led clinician education programs.
- Coordinates and organizes FSR's Sarcoidosis Journal Club and Peer Case Review Sessions, including planning & scheduling, marketing & design, outreach, all administration, and day-of orchestration of the event.
- Coordinates and supports the FSR Clinician Leadership Committees, including coordinating schedules, transcribing minutes, and supporting committee follow-up.
- Leads coordination of meeting scheduling for all professional conferences including travel, onsite meetings, booth logistics, etc.
- Supports stewardship, prospecting clinics, and the renewal of GSCA members.
- Contributes to strategy for building relationships with clinicians.
- Creates and delivers FSR's monthly Provider Newsletter to FSR's clinical distribution list
- Works with patient programs team to identify and coordinate clinical speakers for FSR patient programming.
- Creates, manages, and maintains trackers and spend downs.
- Supports the creation and delivery of relevant and timely membership, analytics, and written reports to senior leadership, FSR Board of Directors, and physician leaders.
- Sources and provides clinician referrals to all internal department requests

## Requirements

- Experience with CME coordination preferred.
- Bachelor's degree or equivalent 5+ years' experience in patient education and/or outreach, volunteer management, or combination thereof
- Event coordination experience
- Superior organizational, verbal, and written communication skills
- Demonstrated ability to be detail-oriented
- Possesses a positive and enthusiastic demeanor and drive to succeed
- Ability to work well in a team environment and independently
- Skilled at Microsoft tools and resources, experience with web-based event platforms such as Zoom, Swapcard, etc. preferred
- Demonstrated ability to be adaptable in an ever-changing environment
- Ability to work some evenings and weekends
- Record of success working in a remote environment
- Demonstrate an ability to manage multiple programs and projects simultaneously
- Experience in relationship building
- Compassionate, empathetic, and understanding of patient/volunteer needs
- Comfortable being in front of patients/volunteers and groups
- Experience facilitating and leading meetings, events, and group discussions

If you are interested in this position, please submit your resume and cover letter. The salary range for this position \$50,000 – \$60,000 (salary range based on experience). Please include your preferred salary requirements.

## Benefits:

- 13 Days of PTO
- 13 Holidays
- 401K with 6% match (starts in 2025)
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Professional development assistance
- Tuition reimbursement
- Vision insurance