



Job description  
**Head of Research**  
**Solve ME/CFS Initiative**

**Do people describe you as both a scientist and a great conversationalist? Are you known for your thought partnership? Would you thrive in a fast-paced environment dedicated to using your research experience to help change paradigms and make breakthroughs possible? We are looking for you to make a difference in the lives of millions of people living with post-infection diseases like myalgic encephalomyelitis / chronic fatigue syndrome and Long COVID. As Head of Research, you would help Solve M.E. improve patient outcomes with particular emphasis on bridging health equity disparities, centering community members in research, and connecting Solve M.E. with researchers and drug-developers.**

**Background**

Affecting an estimated 20 million people worldwide, *Myalgic Encephalitis (ME)*, often referred to as *Chronic Fatigue Syndrome (CFS)* or *ME/CFS* is a chronic, complex and severely debilitating disease that is most often triggered by an infection (in about 80% of cases). Symptoms affect several body systems and generally include post-exertional malaise (PEM), persistent fatigue, cognitive issues, sleep problems, weakness, muscle and joint pain. The nature and severity of symptoms vary and can be completely disabling. Currently there are no diagnostic markers, FDA approved treatments, or cures.

The global pandemic has given rise to the newest and perhaps most widespread post-infection disease - Long Covid - which is estimated to affect 10 – 20% of all SARS-Covid 2 patients. These patients, known as Covid Long Haulers, report symptoms that are indistinguishable from ME/CFS – most often extreme fatigue, PEM and brain fog. Recent studies are beginning to uncover similar underlying pathophysiology of neuro-inflammation, metabolism/energy production, immune dysfunction and vascular abnormalities making the pursuit of treatments feasible more than ever before.

Solve ME/CFS Initiative (Solve M.E.) is a non-profit organization, established in 1987, whose original mission was to make ME/CFS understood, diagnosable, and treatable. Early in the pandemic, Solve recognized the relationship between ME/CFS and Long Covid and broadened its mission to include Long Covid and other post-infection diseases,

Solve is compelled by the overwhelming need to better understand **the connections between ME/CFS and Long Covid** as a means of identifying causes of and treatments for both. We are focused on bringing patient, government, scientific, medical, pharmaceutical and donor communities together in a way that can generate advances for both diseases.

*About Our Team:* We are small but mighty. We work hard but have fun, and are driven by the impact we're making for the millions of patients around the world living with ME/CFS and Long Covid. We foster a collaborative and supportive team environment. This is a unique opportunity to join at a momentous time and to chart the course and define success for a critical role: **Head of Research.**



## About the Role

Reporting to the President and CEO, the Head of Research will oversee Solve M.E.'s evolving research agenda. In your first year, you will create a roadmap for advancing translational medicine studies, leading a robust grants program and catalyzing clinical research and development collaborations. By forging partnerships with pharma, other research and disease organizations, clinicians, academic researchers and government agencies, the Head of Research will be Solve's scientific and strategic partner and a national leader devoted to ensuring the science of ME/CFS and Long Covid never occurs in a vacuum, enabling the development of diagnostics, prevention and treatment of ME/CFS, Long Covid and post-infection disease.

## Key Responsibilities:

- Based on a multi-year strategic plan, develop and execute on a commitment to identifying diagnostic tools, treatments, and potential cures by partnering with the R&D community to leverage thought partnership, shared resources, and research networks.
- Given the need to better understand the connection between, ME/CFS and Long Covid, become familiar with the research into each and act as a catalyst in the scientific community to encourage researchers to include both cohorts in their studies, connect the dots, and identify commonalities.
- Work with the Board, CEO and staff to amplify knowledge of new-found commonalities within the scientific, medical, pharma communities and other relevant stake-holders.
- Serve as an unbiased scientific representative and spokesperson for the organization, communicating complex science in a clear, articulate, and digestible manner.
- Grow Solve M.E.'s network's density and impact by convening the relevant stakeholders, attending and presenting at scientific/medical conferences, developing new collaborations, and connecting relevant topics across specialties in the medical and scientific communities.
- Revitalize Solve M.E.'s Research Advisory Council.
- Oversee grant lifecycle process
- Collaborate closely with Head of You+ME Registry to utilize data, drive data sharing agreements and coalesce project data from across multiple coordinated and disparate projects.
- Drive high-quality research across a network by contributing to the design of projects that are externally funded and published in respected journals.
- Manage programs' budget and staff
- Partner with all staff as a senior team member

## Desired Qualifications and skill set

- Experience of at least 10 years in translational research with a PhD, MD or PharmD in relevant areas.
- Experience taking other scientific/medical-research non-profits through major startup initiatives and research roadmap building (such as maximization of registries' utility, multi-institution collaborations), is a plus.



## Solve M.E.

- A strategic perspective for developing a research collaboration roadmap while identifying and executing on crucial details.
- The ability to assess, synthesize, and communicate a vast spectrum of scientific research, from basic, translational, and clinical research, across multiple specialties.
- A partnership and relationship builder able to convene and connect disparate stakeholders as well as the gravitas and charisma to serve as a spokesperson for Solve.
- Entrepreneurial and doesn't shy away from doing big, ambitious projects.
- Understanding of and ability to implement best practices for grant making from ideation to proposal development to ongoing assessments to final outcomes and deliverables.
- Excellent communication skills with ability to synthesize complex information and transform complex issues into understandable, digestible, and persuasive messages.
- Collaborative and open with stakeholders such as patients, partners, grantees, scientists, researchers and more.
- An independent, self-starter with strong outcomes orientation, a track record of exceeding goals, and a can-do attitude with a willingness to jump into projects as needed.
- Ability to travel (based on COVID-19 guidelines)
- Innately motivated by the mission and goals of Solve M.E. as well as being a part of a highly professional and inclusive team.

The Head of Research will report to the President and CEO. The organization is located in Los Angeles, CA, but most of our work is done remotely. We value work-life balance and offer flexible working hours. The position is full-time. We offer a competitive salary and benefits package (including sponsored medical, vision and dental health plans). We value work/life balance, and our team operates on a four-day work week and are committed to ongoing professional development.

### **How to Apply for this Role**

Please submit CV to [career@tr@gmail.com](mailto:career@tr@gmail.com).