



# Solve M.E.

## **POSITION DESCRIPTION:** Director / Head of Research & Medical Advancement

---

### **Overview**

Position Location: Remote within the United States (up to 15% travel time aligned with COVID-19 guidelines)  
Reports to: President and CEO  
Salary Range: \$140,000-160,000

### **About the Role**

Reporting to the President and CEO, the **Director of Research & Medical Advancement** serves as a leader within the organization and is responsible for oversight and implementation of Solve M.E.'s evolving research agenda. In your first year, you will create a roadmap for advancing translational clinical research, revamp our patient reported outcomes database, oversee a robust grants program and spark research collaborations with a focus on academic and industry researchers. By forging partnerships with biopharma, other research and disease organizations, clinicians, academic researchers and government agencies, the Director / Head of Research will be Solve's scientific partner and a national leader devoted to catalyze the development of diagnostics, prevention, and treatment of ME/CFS, Long Covid and post-infection diseases. People with a relevant lived-experience are encouraged to consider this role.

### **About Solve M.E.**

Affecting an estimated 20 million people worldwide, *Myalgic Encephalomyelitis (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 readily available diagnostic biomarkers, 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, report symptoms that are often indistinguishable from ME/CFS – most often extreme fatigue, PEM and brain fog. Recent studies are beginning to uncover similar underlying pathophysiology for Long COVID as has been observed in ME/CFS: neuro-inflammation, metabolism/energy production, immune dysfunction and vascular abnormalities- making the pursuit of treatments feasible, yet more urgent 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/funding communities together in a way that can generate advances for these diseases.

### **About Our Team**



# Solve M.E.

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: **Director / Head of Research & Medical Advancement**.

## **Key Responsibilities**

- Based on a multi-year strategic design and oversee a research agenda that delivers on Solve's commitment to identify diagnostic tools, treatments, and potential cures by partnering with the R&D community to leverage thought partnership, shared resources, and research networks.
- Develop strategic partnerships with academic, government, private companies and other stakeholders that increases Solve's influence, thought leadership, and ability to serve as a catalyst for change.
- Oversee the transition, implementation, and day to day operation of Solve's patient reorted outcomes database (currently branded as You+ME Registry) to enable clinical trial enrollment and utilize other data sources for coordinated projects.
- Maintain up to date knowledge of ME/CFS and long Covid including the connection between the two disease areas, familiarity 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.
- Oversee signature seed-grant Ramsay program
- Serve as an unbiased scientific representative and spokesperson for the organization, communicating complex science in a clear and easily understood 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 and manage Solve M.E.'s Research Advisory Council.
- Manage research team including contractors and department and programs' budgets

## **Desired Qualifications and Skill Set**

- Experience of at least 5-7 years in a clinical, academic research, or comparable setting required. Experience leading or participating in clinical research is preferred.
- A graduate degree - PhD, MD, Pharm D is required.
- Experience in other scientific/medical-research non-profits is a plus.
- A strategic perspective for developing a research collaboration 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.



# Solve M.E.

- Understanding of and ability to implement grants' best practices from ideation to proposal development, ongoing assessments, final outcomes and deliverables.
- Excellent communication skills with ability to synthesize complex information and transform complex issues into understandable, digestible, and persuasive messages.
- 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.**

## Compensation

We value work/life balance, and our team operates on a four-day work week and are committed to ongoing professional development. In addition, Solve offers a competitive salary and benefits package (including sponsored medical, vision and dental health plans). Compensation for this role will range from \$75,000-\$90,000 annually, depending on experience. Candidates at the top of the range will meet all required, preferred and bonus expectations.

## How to Apply

Please send a resume and cover letter to [solvecfs@solvecfs.org](mailto:solvecfs@solvecfs.org) with “[Your Name] Director / Head of Research & Medical Advancement Application” as the subject line. Please include where you heard about the position in your email response.

*Solve M.E. is an equal opportunity employer that values diversity and encourages applicants of all backgrounds to apply. Solve M.E. recruits, employs, trains, compensates, and promotes regardless of race, religion, color, national origin, sex, genetic information, sexual orientation, disability, age, veteran status, and any other protected status in accordance with federal and applicable state and local laws.*