Cancer Research And Biostatistics
1505 Westlake Ave N, STE 750
Seattle, WA 98109-6244
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http://www.crab.org

Applications Development Project Manager — Position Number: ADPM.0422

Cancer Research And Biostatistics (CRAB) is a non-profit organization whose purpose is to help conquer cancer. The tools and expertise we bring to clinical trials development include biostatistical principles, oncology clinical trials expertise, data management and monitoring capabilities, electronic data capture solutions, education, support, and training. CRAB's experience includes contributions to hundreds of clinicals trials, partnering with many of the leading organizations in oncology, and developing novel and innovative software in cancer research.

Position Summary:

The position is responsible for managing software development projects, defining project objectives and overseeing quality control throughout a project lifecycle. Other duties of the Applications Development Project Manager include working with and leading cross-functional teams in resolving discrepancies, removing or mitigating roadblocks, and facilitating communication among all project stakeholders. This position coordinates and interacts with key stakeholders in Applications Development, SWOG, CRAB, and in other partner organizations.

Primary Duties and Responsibilities:

- Responsible for providing project management leadership within the software project lifecycle, including software deliverables, timely communication of project milestones, status reports, change requests, and risk analysis
- Responsible for project management of the SWOG software projects, including troubleshooting issues, directing the implementation of change requests and may include Rave study build process or customization of in-house software
- Helps define project scope, goals, and deliverables that support business goals in collaboration with senior management and stakeholders
- Works with CRAB management to estimate the resources and participants needed to achieve project goals
- Serves as Applications Development's project advocate with program managers, statisticians, data managers, NCI working groups, CRAB officers, and outside clients
- Works with Applications Development department management to prepare time estimates to track project milestones and deliverables
- Responsible for consistency of project documents, including requirements - functional specs, technical specs, and forms specs- throughout the project lifecycle
- Schedules and leads project kick-off, requirements, scheduling, and focus group meetings where applicable
- Responsible for the quality of the project's user interface and workflow design
- Responsible for critically reviewing eCRF designs to ensure compatibility/conformance with CDASH/SDTM standards
- Establishes and implements project management best practices
- Oversees Project Specialist staff members
- Travel may be required (up to 2 trips per year)
- Other duties as assigned

Required Qualifications:

- Bachelor's degree or five years of project coordination experience may be substituted for educational requirement

- Minimum two years of experience as a project lead
- Proficiency in MS Office
- Familiarity with software development principles and the software development lifecycle
- Excellent written and oral communication skills
- Excellent interpersonal/teamwork skills for effective collaboration
- Ability to scope and size work efforts effectively
- Proven ability to use sound judgment and diplomacy while interacting with stakeholders
- Strong organizational and time management skills
- Ability to interpret and describe technical information for stakeholders

Desired Knowledge, Skills and Abilities:

- Experience working in a clinical research or clinical trial environment
- Experience with Medidata Rave® or another Electronic Data Capture system
- Experience with project management, task management, or bug tracking software such as Azure DevOps
- Experience writing formal documentation (e.g., software specifications, procedures) in support of software development lifecycle
- Experience with public speaking
- Experience advocating for a project to a larger group
- Experience working with regulations and standards related to clinical trials such as FDA 21 CFR Part 11 and SDTM
- Proficiency with database design and principles
- Ability to lead cross-functional teams
- Spanish language skills a plus

This is a full-time position and is Exempt from state and federal overtime regulations.
Employment authorization is required.
Travel/relocation expenses will not be provided for this position.
CRAB is an Equal Opportunity Employer.

In your cover letter, describe how your skills and experience match the qualifications for the position.

To apply, submit resume and cover letter with position number via mail, fax or email to:
Cancer Research And Biostatistics
Attn: Hiring Coordinator
1505 Westlake Ave N, Suite 750
Seattle, WA 98109-6244
Fax: (206) 342-1689
crabjobs@crab.org

Posting Date: April 1, 2022

Closing Date: Open till filled