

Program Officer, Research & Grants

Job Opportunity (Remote)

Our scientific and programmatic team at Additional Ventures is focused on solving the biggest problems in biomedical research. We believe that strategic investment into areas where we can have an outsized impact and accelerate progress will be transformative. We focus our biomedical work on a rare congenital heart condition called single ventricle heart defects, a disease that affects both quality and duration of life and for which there is no cure. All our work is grounded in our guiding principles of urgency, impact focus, agility, and collaboration as we work towards our goal of a functional cure for single ventricle heart disease.

Additional Ventures seeks a Program Officer, Research & Grants (PO) with a scientific background to be an integral part of its small team that is focused on single ventricle heart defects. We utilize high-touch, responsive request for proposal (RFP) and post-award processes that support investigators and their work in creative ways to yield impactful results. We are actively aiming to expand our reach in the single ventricle scientific community and grow the field by evolving traditional funding mechanisms and incorporating new ideas in our approach to support for biomedical research. Our team works entirely remotely, and is collaborative, communicative, and dynamic.

The PO will oversee the planning, organization, and tracking of communications & deliverables related to post-award processes. This role coordinates activities that require interfacing with basic, translational, and clinical scientists, other funders, and officers at our partner organizations, including the coordination and/or execution of contract management, progress reporting milestones, payment & budget tracking, and managing relationships with external partners.

This role will report to the Senior Program Manager, Research & Grants (SPM) and work collaboratively with members of the AV team to understand individual award workstreams and streamline administrative efforts. The role itself offers considerable opportunities to execute and support various programmatic initiatives of the foundation, while providing opportunity for professional development and growth. As our team is small, each member has a unique opportunity to have an outsized impact and to engage in the ideation, planning, implementation, and execution of new programs and directions.

Job Responsibilities

- Supports the SPM and Vice President of Programs in the execution and management of Additional Ventures' post-award processes.
- Tracks program deliverables, including coordinating and engaging with external grant offices & investigators, managing timeline and deliverables, monitoring budgets, and tracking milestones.
- Serves as a resource to external partners to ensure deliverables are submitted in compliance with guidelines and in a timely manner.
- Monitors and ensures the completion of contract requirements for funded entities.
- Supports day-to-day operations of award management activities, including:
 - identifying and securing needed resources;
 - financial management and administrative supervision;
 - creating, implementing, monitoring, and updating project plans;
 - coordinating or facilitating meetings with appropriate parties;
 - tracking tasks/deliverables to ensure timelines, milestones and/or goals are attained;
 - monitoring and reporting progress as appropriate; and
 - resolving or escalating issues in a timely manner.
- Works with the AV team to support new initiatives and activities, where needed.
- Limited travel may be required.

Credentials and Key Skills

Required:

- Bachelor's degree in biological sciences, cardiovascular sciences, or related field
- 3+ years' experience in project/grants management or research administration
- Familiarity with the Request for Proposal or Application process, government funding models, and scientific review process
- Familiarity with accounting models, including budgets, expenditures, & reimbursements, in accordance with contract and grant agreements
- Proficiency in Microsoft Office software applications and the ability to quickly learn new software programs related to daily responsibilities
- Proficiency in principles of project management and tool usage (Asana, Monday, or similar)
- Self-motivated, highly organized, and able to work independently
- Goal- & detail-oriented professional with a strong desire to make a difference
- Sensitivity and compassion for patients as well as their families and caregivers
- An ability to interact and communicate clearly and effectively, both orally and in writing
- Ability to work entirely remotely

Desired:

- MS in a relevant field
- Experience working in a biomedical, academic, or philanthropic environment
- Working knowledge of financial/accounting and other administrative policies and procedures
- Familiarity with federal government policies and procedures governing appropriate grant-related expenditures
- Experience developing systems for reporting and tracking research administration activities
- Experience managing multiple priorities and external partners
- Ability to work remotely within the Pacific Time Zone (PT)
- Located in Southern California

**To apply: interested candidates should send their resume to
Brooke Rosenzweig, President, Foundation Advisors brooke@foundationadv.com**

About Additional Ventures

Additional Ventures is a nonprofit foundation that aims to accelerate research progress and improve clinical care for children born with single ventricle (SV) heart defects so that they have a normal duration and quality of life. Although one in one hundred children are born with a congenital heart defect, there are limited options for those with the most complex forms, including SV. For these individuals, there is no cure. With rapid advances in areas like genomics, single-cell technologies, and tissue engineering, now is the time to coordinate concerted efforts to understand how to overcome this devastating, complex disease. For more information, visit www.additionalventures.org.

Additional Ventures is an equal opportunity employer. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills, and experiences within our workforce. Research shows that women and minority groups often only apply to open roles if they meet 100% of the listed criteria. Additional Ventures encourages everyone — including women, people of color, individuals with disabilities, veterans, and those in the LGBTQIA+ community — to apply for our open roles if they believe they are the right fit for our growing team.