

Position Title	<i>Science Manager</i>
Position Type	<i>Full-Time (Exempt)</i>
Position Location	<i>Remote</i>
Department	<i>Research</i>
Reports To	<i>Director, Research & Grants</i>
Direct Reports	<i>None</i>

Position Summary

Applies scientific expertise to Research Programs for the American Brain Tumor Association. Coordinates with the Research Grants Manager to manage the peer review process for research grant applications. Works closely with Patient Services, Marketing and Communications, Accounting, as well as members of the Development team. Manages research grant initiation, annual progress and financial reporting, grant status change requests and grant close out. Tracks and evaluates research outcomes and promising discoveries. Supports communications and education efforts to develop strategies and novel approaches for illustrating the impact of ABTA's research investments.

Position Duties and Responsibilities

- Manages the scientific review process and assigned peer review committees for research grant mechanisms. Examines and analyzes letters of intent and grant applications for completeness and adherence. Assists in the recruitment, selection and training of qualified scientific and patient advocate reviewers.
- Manages initiation, reporting, change requests, and close out for active research grants through monitoring grant conditions compliance and reviewing interim and annual progress and financial reports.
- Identifies and implements approaches for improving grantee engagement, recognizing unmet research gaps, evaluating partnership opportunities, and serving as a key liaison to grantees.
- Evaluates research outcomes and promising discoveries and develops novel approaches for illustrating the impact of ABTA's research investments.
- Assists in planning an Annual ABTA Alumni Research Network Meeting.
- Serves as an ABTA representative on external committees and working groups to represent ABTA's research process and provide advice about best practices.
- Attends scientific conferences to represent the ABTA and stays current with research taking place in the field.
- Assists in outreach efforts to raise awareness of ABTA grant opportunities.
- Develops or edits research-related content for use in ABTA communications.
- Assists with research and analysis related to public policy and advocacy efforts, as directed by the Chief Mission Officer
- Other duties and responsibilities to support the research program, as needed.

Knowledge / Skills / Abilities

- Doctorate degree required with completion of postdoctoral fellowship training in biomedical research, oncology preferred
- Experience in nonprofit research grant-making preferred, demonstrating increasing responsibility for the successful execution of mission-driven research efforts

- Ability to independently manage multiple projects with multiple priorities and objectives
- Excellent and instinctive service and customer relationship skills
- Excellent oral and written communication skills and organizational skills
- Advanced computer skills preferred, including Sharepoint, MS Office (Word and Excel), Salesforce, internet research, mail merge, tables, with basic knowledge of creating formulas and charting; ProposalCentral grant software experience is a plus
- Must demonstrate a positive outlook, enthusiasm, and be self-motivated
- Intermediate to advanced project management skills required
- Ability to work effectively in an ever-changing environment
- Ability to represent ABTA in a professional capacity with healthcare professionals and the scientific community
- Ability to communicate and interact well with socially, culturally, and professionally diverse groups and individuals
- Working knowledge of grant processes and literature search engines

Work Environment

Work environment may involve moderate risks or discomforts, which require special safety precautions (e.g., automobile and airplane travel). This position may require some travel, up to approximately 5 - 10% travel. Occasional evenings and weekends may be required. Additionally, while performing the duties of this job, the employee may be exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

Physical Demands

Work requires some physical strain such as long periods of sitting and walking while handling company business. The employee must occasionally lift and/or move up to 25 pounds, including boxes of ABTA literature and supplies for various events. Specific vision abilities required by the job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Equal Opportunity Employer

The ABTA is an Equal Opportunity Employer and provides equal employment opportunities to all persons. The ABTA does not discriminate on the basis of race, color, sex, sexual orientation, age, religion, national origin, or disability in accordance with applicable laws.