

Health Resources in Action

The Medical Foundation

Program Officer, Biomedical Research

Job Announcement

January 2025



About Health Resources in Action

Health Resources in Action, Inc. (HRiA) is a non-profit organization working to improve and reimagine public health. We connect, consult, and collaborate to solve complex challenges of access and equity in our health and social systems. Together with our partners, clients, and collaborators, we create actionable solutions so that all people can thrive.

HRiA seeks sustainable solutions for complex problems using an anti-racist approach. We aim to be adaptable and flexible in meeting clients and partners where they are, offering our decades of knowledge and resources to collectively realize our dream of equitable, sustainable health for all. The foundation of this work is centered on our values:

- **Health and racial equity** by identifying and addressing the root causes of health inequities, intentionally working to shift narratives and power imbalances and disrupt all systems of oppression.
- **Leading with heart** by demonstrating our passionate commitment to our work, continuously challenging ourselves with humility and vulnerability while pursuing and holding ourselves accountable to our mission.
- **Collaboration** by intentionally and respectfully leading, partnering, and following to strengthen relationships, uplift different voices and build trust.
- **Innovation** by driving toward new strategies, questioning norms, and continuously learning and evolving to support the needs of our clients and communities.

The Medical Foundation (TMF) is a department within the broader Grantmaking Cluster at HRiA that facilitates biomedical sciences grantmaking services. TMF provides strategic advising of the design and administration of investments in biomedical sciences to a range of clients and partners. With a team of eleven staff members situated across the country, TMF works with private individuals, bank trusts and family foundations to provide biomedical and life science consulting services, program evaluation, and customized grant programs designed to accelerate medical discoveries. In 2024, we facilitated biomedical research grant programs that awarded over \$27 million to outstanding investigators across the United States.

HRiA offers exciting, engaging, and challenging employment opportunities for facilitators, trainers, researchers, analysts, policy specialists, grant managers, and more. People come to HRiA because of our commitment to advancing health equity and inspiring work; they stay for our wonderful clients, partners, and dedicated and dynamic staff. With our growing portfolio of high-impact work, person-centered policies, and generous benefits, our team continually invests in making HRiA a great place to work. Our diverse staff of over 300 people hail from 30+ states, with a homebase in Boston's Chinatown neighborhood.



Position Description

Level

This will be a Level **4A** role.

Salary Range

\$62,000 - \$72,000

Location

Remote (within the United States)

The Program Officer, Biomedical Research (Program Officer) seeks to advance health by working as part of a team to create, manage, and evaluate grant programs that support biomedical research. This project management role includes responsibility for developing, executing, managing, and evaluating competitive award programs and other ad hoc activities. The position requires the ability to develop and maintain relationships with awardees, scientific advisory committees, staff, clients, biomedical societies, and institutions. The Program Officer will also need to occasionally travel on behalf of HRiA.

The Program Officer will help the HRiA team achieve the goals of its partners in philanthropy by drawing upon their scientific training/background to support the strategic research program oversight of the Grantmaking team. This includes understanding and translating biomedical research (e.g., datasets, primary research articles, and reviews) to wide ranging audiences to support the development of deliverables such as landscape scans, program evaluations, and documentation of meeting outcomes. They will also work with Grantmaking leadership and staff to design and implement approaches that leverage strengths and overcome barriers in the advancement of health equity across multiple life sciences funding initiatives and projects.

The Program Officer will work as part of a grantmaking team that includes Executive and Senior Leadership, Directors, Grants Officers, Scientific Officers, and Grants Coordinators for both The Medical Foundation (biomedical focus) and Community Health projects. This is a full-time, exempt position. This position is fully remote.

General Responsibilities

Management: The Program Officer will serve as a project manager for multiple projects within the Grantmaking portfolio. They will manage timelines and deliverables for grantmaking processes, including peer review and pre- and post-award activities. In doing so, the Program Officer may provide programmatic/project oversight of Grants Coordinators and Associates.

Project Work: The Program Officer works with team members to apply their scientific knowledge to the creation and implementation of tools and materials for biomedical research funding opportunities,



evaluations, and landscape scans. The Program Officer will help to ensure that applicants and awardees of funding opportunities advance the mission of their philanthropic funders. The Program Officer is expected to be a clear, timely, and professional communicator in serving as a liaison with external stakeholders including clients, applicants, awardees, and reviewers.

Business Development: The Program Officer will support the writing of proposals, blog posts, and client communications. They will help develop the scope of work and associated budgets for new business and existing projects.

Thought Leadership: The Program Officer is expected to keep abreast of advances in biomedical research and share trends with the Grantmaking team. They will actively participate in professional networks relevant to biomedical research and in professional development activities to develop skills and expertise that align with evolving approaches in biomedical research grantmaking. They may be asked to help build content for the HRiA website or participate in relevant workgroups in grantmaking.

Benefits

This is a full-time, exempt position at 35–40+ hours per week. The salary range for this position is \$62,000–\$72,000 and is commensurate with experience and credentials.

HRiA offers an attractive benefits package including employer-funded medical, dental, vision, disability and life insurance, and employer contributions to a tax-deferred annuity. Additionally, employees enjoy flexible work schedules and other policies that promote work/life balance, vacation starting at four weeks, paid family and medical leave, 13 paid holidays, plus office closure time for the last week of December. HRiA seeks candidates nationally. The Program Officer will be required to travel for various programmatic activities, including regular Massachusetts-based events.



Duties & Responsibilities

The below described duties and responsibilities are intended to indicate the kinds of work that will be required in this position. It is not intended to limit, or in any way modify, the rights of any supervisor to assign, direct, and contract work of staff under their supervision. The use of a particular illustration describing duties shall not be held to exclude other duties, not mentioned, that are of a similar level or difficulty.

Project Management

- Develop timelines and comprehensive project or workplans to ensure timely completion of deliverables using tools such as Asana and Microsoft Suite Products;
- Ensure accurate tracking of project progress, effective scheduling of meetings, and prioritization of activities;
- Maintain organization of all project materials throughout the duration of the project period;
- Develop and uphold communication coordination for project teams, clients, and other external stakeholders;
- Liaise with vendors as needed for events management, video production, catering, etc.;
- Assist with oversight of project budgets;
- Ensure timely completion of requests related to post-award reporting, funding distribution, client related inquiries, and applicant/awardee questions.

Scientific Activities

- Work with the senior Science Officer to curate biomedical research content for grant programs such as Requests for Applications, application guidelines, reviewer guidance, funding opportunity marketing, and awardee announcements;
- Conduct research including literature reviews, key informant interviews, and survey development to support the completion of research landscape and funding scans;
- Work with the Science Officer to identify potential scientific reviewers to serve on panels and committees;
- Support the development of reports for clients and other external-facing materials such as blogs, publications, and lay summaries of scientific reports;
- Manage and complete due diligence and first tier review of grant applications and review grantee reporting requirements such as progress reports and final reports;
- Co-facilitate office hours, scientific peer review meetings, and strategic discussions.

Relationship Management



- Serve as a liaison for applicants, awardees, and reviewers in providing technical assistance, guidance, and problem resolution;
- Serve and maintain client communications; providing clear, concise, and accurate information as requested to develop trusted relationships;
- Maintain relationships with organizations engaged in overlapping professional networks;
- Be an active contributor to internal organizational committees and staff meetings as appropriate.

General Activities

- Research potential opportunities and contribute to proposal development (help identify potential new clients and projects, support the writing of proposals, etc.);
- Assist in the development of proposed scope of work and associated budgets for new business and existing projects

Candidate Qualifications

- A minimum of 5 years of experience in a related field such as philanthropy, development, or biomedical research;
- A master's degree in a biomedical related field such as biology, chemistry, neuroscience, genetics, etc. is preferred;
- A PhD in biomedical research and/or previous experience in grants management is advantageous but not required;
- A demonstrated understanding and commitment to operationalizing health and racial equity principles in grantmaking practices and/or approaches to biomedical research;
- A commitment to value diversity of thought, backgrounds, and perspectives;
- A commitment to a growth mindset, flexibility, and iteration and learning in their approach to solving problems;
- Ability to manage multiple projects;
- Proficiency in or capability of learning new software, including Asana, Adobe Acrobat, Microsoft Suite including Excel, WordPress, Video Conferencing/Calling;
- Ability to work as part of a team and self-starter;
- Exceptional attention to detail and commitment to high-quality work;
- Excellent organizational, critical thinking, and interpersonal skills;
- Excellent verbal and written communication skills.

Procedure for Candidacy

HRiA is actively seeking to build a diverse and experienced staff. The organization encourages multiple perspectives and experiences, supports a multicultural environment, and strives to hire



and retain a diverse work force that reflects the populations we work with and the communities where we work. Diversity is a core value of HRiA resulting in culturally competent services, materials, resources, and programs. Our hiring and business practices appreciate the strengths offered through different backgrounds.

HRiA is an equal opportunity, affirmative action employer and is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information.

To apply, submit your cover letter and resume online at <http://hria.org/about/careers.html>.

