

Parkinson's Foundation, Inc.

Job Announcement

Position: Director, Grants Management
Reports to: Executive Vice President, Chief Operating Officer
Position Status: Full-Time, Exempt
Location: New York

DESCRIPTION:

The Parkinson's Foundation (PF) makes life better for people with Parkinson's disease by improving care and advancing research toward a cure. In everything we do, we build on the energy, experience and passion of our global Parkinson's community.

PRINCIPAL FUNCTIONS OF THE POSITION:

The Director of Grants Management will provide project management and operations expertise for the Parkinson's Foundation grants and awards. The primary responsibilities of this position are to facilitate both pre- and post-grant activities and to foster strong relationships with the grant making community. This position is responsible for managing a multimillion-dollar, multi-department program portfolio, in addition to supporting communications and fundraising efforts to meet the program goals of the organization.

General Functions:

- Create, implement, oversee and efficiently manage operational systems for grants and awards.
- Oversee the functionality of the grants management portal. Maintain, update, and develop new processes as needed.
- Liaise with external grants management organizations to implement best practices. Serve as a Foundation representative for the Health Research Alliance.
- Oversee contracting processes with industry partners, academic institutions and community organizations. Work with legal consultants to prepare complex agreements.
- Oversee financial forecasting and budget pacing for grant and fellowship programs and new program initiatives.
- Work with programs administrative staff to manage all aspects of grant administration, including correspondence, payments, filing, and maintenance of grant management protocols.
- Manage the planning and coordination of annual award and grant timelines, including program launches and submission deadlines.
- Work with programs staff to provide program updates as needed across the organization.
- Work on special projects as required.

Scientific Review Management:

- Work with the Research team to ensure grant proposals meet application standards.
- Serve as the point of contact for applicant institutions regarding financial and operations requirements.
- Oversee Parkinson's Advocates in Research (PAIR) review procedures for research grants and fellowship programs. Collaborate with Community Engagement staff to incorporate the perspectives of people with Parkinson's to grant and fellowship programs.

Grants and Financial Management:

- Work with external payees along with internal programs and accounting staff to ensure timely delivery of grant payments.
- Work with programs staff to negotiate intellectual property agreements between funded institutions and the Parkinson's Foundation. Ensure appropriateness and accuracy of executed contracts.
- Evaluate financial progress of funded award, grant and fellowship programs. Work with programs staff to evaluate no-cost extension requests and specific aim progress.
- Conduct regular portfolio analysis. Prepare quarterly and annual reports for Parkinson's Foundation leadership.
- Ensure integrity of awards, grants and fellowship record keeping systems.

INDIVIDUALS REPORTING TO INCUMBENT: None

QUALIFICATIONS:

- Bachelor's degree required, preferably in public policy, public health, grant administration or related field.
- 5-7 years of increasingly responsible experience in grants administration in philanthropic/nonprofit settings preferred.
- Minimum of five years of substantive budget management and project management experience.
- Strong written and verbal communication skills. Ability to communicate professionally with a range of internal and external stakeholders.
- Ability to manage and organize parallel projects with meticulous attention to detail while maintaining a broad perspective.

STRONGLY PREFER:

- Experience collaborating with biomedical philanthropic, academic, industry and community entities.
- Experience in multiple non-profit settings (e.g. government, NGOs, and private foundations).
- Experience managing grant submissions.
- Experience mentoring colleagues and training new team members.

COMPENSATION:

Salary for this position is competitive and depends on prior experience. In addition, a comprehensive benefits package is included.

HOW TO APPLY:

Please email curriculum vitae and cover letter to employment@parkinson.org. Applicant review will continue until the position is filled. Please indicate, "**Director, Grants Management**" in the subject line. Resumes without cover letters will not be considered. **No phone calls please.**

The Parkinson's Foundation is an equal opportunity employer.