



Director, Grants and Scientific Affairs

About Ovarian Cancer Research Alliance

Ovarian Cancer Research Alliance (OCRA) is the largest charity funding ovarian cancer research, investing over \$100 million since 1998. OCRA's ongoing commitment to the most promising scientific research includes hastening new treatments and desperately needed breakthroughs. OCRA works with legislators in Washington, DC, to ensure federal ovarian cancer research and education, patient safety, and access to high-quality care is protected, and trains advocates nationwide to promote local advocacy. OCRA's programs also support women and their families and educate the public and medical professionals about ovarian cancer. Visit ocrahope.org to learn more.

Location

OCRA is headquartered in NYC, with an office in Washington DC. All OCRA staff are currently working remotely due to COVID-19. Ideally, this position will be based out of the NY office, but we will consider strong fully remote candidates for this position.

Position Summary

Reporting to the Vice President, Scientific Affairs and Programs, the Director, Grants and Scientific Affairs (hereafter "Director") plays a critical role providing oversight of the grantmaking program, as well as supporting other scientific initiatives. The grantmaking program is OCRA's largest and oldest programmatic initiative, and the primary responsibility is to effectively manage the program, from solicitation and review, to pre and post award. S/he will work with grantees, OCRA's scientific advisors, and staff, to ensure the effectiveness, smooth management, and continuous improvement of the grantmaking programs and any related activities. The Director, Grants and Scientific Affairs also serves as a resource for staff on all things related to OCRA's research programs and scientific activities.

Beyond the existing grants program, the Director will assist in the identification and development of possible new research initiatives that advance OCRA's mission. This is an exciting time of growth at OCRA, with increasing opportunities to expand into new research areas, and partner with other nonprofits and companies to do so. The Director will work closely as a member of a cross-departmental team in exploring, vetting and executing new science-based initiatives. This is an ideal role for a professional with solid grant administration experience to expand into research grant program development.

The Director will work closely with the Vice President, Scientific Affairs and Programs and other program staff, but will also interact significantly with members of other departments, including Development, Policy, and Marketing and Communications.

Responsibilities

- End to end ownership of the grantmaking program, including continued development and implementation of policies, procedures, and operations;
- Serve as primary contact for applicants and grantees on grant issues throughout the grant cycle;
- Respond to requests for information about OCRA grant programs;
- Manage logistics and administration of grant solicitation/review (including review meeting with Scientific Advisory Committee);
- Generate award agreements, and process completed agreements and other required

information;

- Maintain grant database (ProposalCENTRAL) and monitor for timely post-award reporting;
- Coordinate grant payment process;
- Create grant/grantee-related promotional and informational materials for internal/external use, in coordination with Development and Marketing/Communications, as needed;
- Work with Development Department to provide any content needed for donor solicitation and stewardship;
- Assist in administration of a major donor program that matches researchers and donors;
- Oversee all research-related web content, including information on grants program, grantees, and research news, working with Marketing and Communications;
- Participate in regular external meetings and working groups to ensure OCRA is adhering to best grantmaking practices;
- Help plan off-site or virtual meetings for Scientific Advisory Committee and other scientific meetings as needed;
- Working with senior staff, help identify opportunities and subsequently partner to develop new research-related programmatic initiatives;
- From time to time, help represent OCRA at events (locally and nationally);
- Oversee work of Program/Operations Assistant;
- Other duties, as assigned, by the VP, Scientific Affairs & Programs.

Qualifications

The OCRA staff is comprised of energetic, collegial, and hard-working nonprofit professionals who value teamwork and collaboration. The ideal candidate for this position will have:

- BA required; minimum of 7 years professional experience in the non-profit sector, with at least 2 years specifically in grantmaking;
- Scientific grant management experience (pre- and post-award) and understanding of the scientific peer review process;
- Excellent written, verbal, and inter-personal communication skills;
- Excellent organizational skills, detail oriented, sound judgment and strong ethical standards;
- Energetic and resourceful with creative problem-solving skills; ability to navigate ambiguity;
- Keen sense of curiosity with a desire to work as a team to create something new;
- Excellent time management, aptitude for task prioritization;
- Ability to understand basic relevant scientific content to ensure scientific accuracy in communications about ovarian cancer;
- Comfortable working independently and as part of a collaborative team;
- Familiarity with MS Office Suite (ideally including WordPress), and experience with grants management software (ideally ProposalCENTRAL);
- A strong interest in advancing our mission and an understanding of the importance of the cause;
- Ability to travel locally and nationally, as needed.

Benefits

As part of our commitment to our employees and their well-being, OCRA currently provides full-time employees with a variety of benefit plans: health, vision & dental insurance, long-term & short-term disability insurance, a 401(k) plan, commuter benefit plans, life insurance, and all other benefits mandated by law. We also offer a paid vacation schedule, personal days and generous paid holidays.

To apply: Send your resume and a letter summarizing your experience and interest in the position, along with salary requirements, to HR@ocrahope.org. Use the subject line "Director, Grants and Scientific Affairs."