



Notice of Open Position

Title: Program Associate, Medical Research Program
Location: 650 Fifth Ave., 19th Floor, New York, NY
Reports to: Senior Program Officer, Medical Research Program
Status: Full time, exempt

The mission of the Doris Duke Charitable Foundation is to improve the quality of people's lives through grants supporting the performing arts, environmental conservation, medical research and child well-being, and through preservation of the cultural and environmental legacy of Doris Duke's properties. The Medical Research Program (MRP) aims to advance the prevention, diagnosis, and treatment of human disease by strengthening and supporting clinical research.

JOB SUMMARY

The Program Associate for MRP will support the Senior Program Officer and Director by helping to ensure that the medical research grant programs run smoothly. This person will also be responsible for managing communication, event planning, administrative and budgeting matters related to the program. The Program Associate is a contributing member of a high-performing three-person team. While many of the duties are under the direction of the Senior Program Officer and Director, the Program Associate is expected to exercise discretion and independent judgment in the execution of all duties.

DUTIES AND RESPONSIBILITIES

Grant Program Oversight

- Assist with strategic planning for current and new grant programs;
- Provide support in the grant selection process, including preparing application templates, processing applications and otherwise assisting in the review process for peer-reviewed grant competitions, which is how MRP makes most of its grants;
- Respond to inquiries from grantees and potential grantees;
- Collaborate with the foundation's Grants Management staff and MRP staff to monitor post-award progress and expenditures;
- Conduct periodic surveys of grantees;
- Become an effective user of the foundation's grants management and application intake software;
- Occasionally represent MRP at external meetings.

Communications Responsibilities

- Draft, review, and edit reports and presentations for board and program meetings;
- Update and maintain MRP's portion of the foundation's website in collaboration with the foundation's Communications department, including writing and proofing content; uploading grantee publications, funding opportunities and new grantees to the website; and adding web pages to the foundation's content management system;
- Collaborate with the foundation's Communications department to monitor news and publications about scientific advances by MRP's grantees and other program activities;

- Brainstorm opportunities to communicate the work of MRP and its grantees through its social media channels, websites and other channels;
- Maintain and use electronic mailing lists for distribution of MRP notices.

Meeting Organization

- Plan and manage event logistics for program-related meetings and site visits, including establishing contracts and developing registration materials;
- Identify and manage vendors for meeting locations, catering and lodging;
- Take meeting notes and tweet about meeting events.

Budget and Accounting Responsibilities

- Manage MRP’s annual operating budget for the Program Director’s review and approval;
- Make purchasing decisions, process purchase orders and receive goods;
- Track and process all expenses, including honoraria, invoices, and reimbursements, and manage costs within the program budget.

QUALIFICATIONS

Required

- Bachelor's degree;
- Strong interest in biomedical research;
- Two-plus years’ work experience in a professional setting;
- Strong computer and internet skills with a high level of experience in Microsoft Excel, Word and PowerPoint;
- Outstanding organizational skills;
- Strong attention to detail and extremely responsible;
- Ability to take initiative and make independent informed decisions;
- Excellent writing and editing skills;
- Analytical and problem-solving skills;
- Versatility and adaptability, with the ability to manage many projects and several priorities simultaneously;
- Self-motivated team player who works cooperatively and positively with other employees.

Preferred

- Training in a scientific field;
- Knowledge of scientific experimental design;
- Experience with scientific writing;
- Experience working at a grant-making organization or academic institution in biomedical research;
- Experience in accounting, database and web content applications (e.g., Great Plains, SurveyMonkey, MailChimp and content management systems).

HOW TO APPLY

Send resume with cover letter to hr@ddcf.org. Include your last name followed by “Program Associate – Medical Research” in the subject line. Applications will be accepted until October 16. Candidates will be informed by October 23 whether they have been selected to move to the next stage, in which a writing sample will be requested.

No phone calls or in-person applications, please.

The Doris Duke Charitable Foundation is an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations and communities to apply.