Research Program Administrator

Background
Founded in 1987, the Scleroderma Research Foundation is the United States’ leading nonprofit investor in scleroderma research and is laser-focused on finding a cure for this rare and deadly disease. Led by a Scientific Advisory Board comprised of some of the most highly regarded scientists in the nation, the SRF’s research program actively seeks out and recruits experts from the fields of immunology, genetics, and fibrosis, as well as experts in cutting-edge technologies to join the scleroderma research community.

Position Summary
This is a great opportunity for an administrative professional with a background in healthcare or research administration to join a respected national non-profit organization and be a part of a high-performance team. The SRF’s energetic and collaborative scientific environment is led by a board and staff who are passionate about the SRF’s mission to fund and facilitate the most promising research that will result in improved therapies - and ultimately a cure - for scleroderma.

The Research Program Administrator will serve as the liaison for the board-led Research Committee, manage the administration of the SRF Research Grant selection process from start to finish, and will support in-person and online conferences and gatherings related to the research program. The candidate’s talents will be directed towards making a tangible impact on the lives of people living with scleroderma as well as helping to accelerate the pace of research progress leading to a cure.

Responsibilities
• Support the SRF’s Research Committee in managing/administering the Research Grant Program; maintain accurate tracking system of all funded investigators, projects and institutions.
• Provide administrative support in the coordination of SRF’s annual Scientific Workshop at which grantees are selected by the Scientific Advisory Board members.
• Manage grant application processes, facilitate the distribution of all research grant awards, and maintain detailed records of funded projects.
• Regularly communicate with grantees, provide support, and respond to questions regarding the grant application process.
• Coordinate, attend and support the SRF’s participation in the annual American College of Rheumatology Conference and other in-person and online gathering, including the coordination of venue rental, audio-visual requirements, food & beverage service, transportation, and other event attendee services.
• Schedule and attend related meetings, take and distribute meeting minutes.
• Provide support to the SRF’s Communications Team; assist with research program-related content for periodic donor/patient communication updates (announcements, social media posts, annual reports, conference briefs, etc).
• Assist with maintaining up-to-date content about the research program and grant application process on the SRF’s website.
Qualifications & Skills

- Must be detail-oriented, with demonstrated organizational, administrative, customer service and problem-solving skills.
- Bachelor’s degree in related field required
- Minimum 3+ years of relevant administrative experience
- Experience in a university research, medical, or other healthcare setting strongly preferred.
- Knowledge of grant funding processes, procedures and techniques
- Ability to perform moderately complex financial analysis and customized reporting
- Excellent written and verbal communications skills to professionally communicate on behalf of the Research Department with affiliated researchers, clinicians, BOD members, SRF supporters, and the patient community
- Exceptional computer skills, including the use of Outlook, Excel, Word, and PowerPoint are required.
- Ability to work independently, to collaborate as a team member, to prioritize and multitask, and to meet deadlines under pressure

About the opportunity

The annual salary for this position is $65K – $75K, commensurate with experience. We provide comprehensive, affordable health care (medical, dental, and vision); life and disability insurance, 403b plan, flex spending account, and a healthy work-life balance with very generous holiday and vacation benefits. Partial work from home opportunity, candidates will be expected to work out of San Francisco office (Financial District, 1 block from BART) at least 2x per week.

Please send your cover letter and resume to SRFcure@gmail.com and include “Research Program Administrator” in the subject line. Applications will be considered as they are received, and the position will remain posted until filled. Please tailor your cover letter to highlight how your credentials meet the qualifications listed above.

The SRF is an equal opportunity employer, committed to a diverse and inclusive workplace. SRF employees are proud of their colleagues, proud of where they work, and proud of the Foundation’s research-focused mission.