



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.