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Associate Program Officer - Type 1 Diabetes

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Employer	Helmsley Charitable Trust
Location	New York City, New York (US)
Salary	Salary commensurate with experience
Posted	August 08 2017
Discipline	Life Sciences, Biochemistry, Bioengineering, Bioinformatics, Biology, Biomedical Engineering, Biomedical Sciences, Biophysics, Biotechnology, Cancer Research, Cell Biology, Computational Biology, Developmental Biology,

Organization

The Leona M. and Harry B. Helmsley Charitable Trust aspires to improve lives by supporting exceptional non-profits and other mission-aligned organizations in health, selected place-based initiatives, and education and human services. Since 2008, when the Trust began its active grantmaking, it has committed more than \$1.5 billion.

Program

The Helmsley Type 1 Diabetes (T1D) Program, which made its first grant in 2009, is committed to improving the lives of all people affected by type 1 diabetes by improving outcomes and identifying interventions to delay and prevent the disease. We partner with key players across the T1D ecosystem – patients, health care providers, researchers, caregivers, other funders, government agencies, pharmaceutical companies, device makers, insurers and grassroots and community organizations – in order to accelerate the development of devices, therapies and services that ease the burden of living with T1D. To date, the Program, which has rapidly become the largest private foundation funder in T1D, has made in excess of 350 grants totaling more than \$300 million.

General Statement of Duties

The Helmsley Charitable Trust seeks a scientist as an Associate Program Officer to directly support the T1D Program Officers within an evolving grant portfolio that aims to identify

Endocrinology,
Epigenetics,
Genetics,
Genomics,
Immunology,
Microbiology,
Molecular
Biology,
Neuroscience,
Oncology,
Other Life
Science,
Pharmacokinetics /
Pharmacodynamics,
Pharmacology,
Physiology,
Proteomics,
Stem Cells,
Structural
Biology,
Virology,
Health
Sciences,
Clinical
Medicine,
Clinical
Research,
Diagnostics,
Drug
Development,
Drug
Discovery,
Healthcare,
Medical
Engineering,
Medical/Pharmaceutical
Chemistry,
Medicine,
Pathology,
Personalized
Medicine,
Preclinical
Development,
Regenerative

biomedical interventions to delay and prevent the disease.

The Associate Program Officer will be responsible for substantive programmatic support of the following: review and response to scientific proposals; due diligence tasks for potential grants; managing and writing grant recommendations; monitoring the progress of existing grantees; and research in support of new strategy development in the biomedical field. The Associate Program Officer will help manage all components of the grantmaking process, especially tasks associated with managing grant lifecycles; monitoring progress of grantees, tracking program budgets; ensuring accurate payment and accounting of grants; helping to plan and execute program-related meetings and organize scientific conferences and travel; and maintaining positive and proactive communication with grantees. Some travel is required for meetings with potential and current grantees, as well as to relevant conferences.

Essential Duties and Responsibilities

1. Respond to grant inquiries.
2. Support the design and implementation of new initiatives.
3. Ensure timely and effective grant reporting and serve as a point of contact for the Grants Management department regarding portfolio compliance issues.
4. Assist other Program team members with the grants process, which includes working with applicants to prepare proposals and project budgets as well as helping to analyze project proposals for review by Program Officers, Program Director and the Board of Trustees.
5. Assist in the preparation of Trustee grant recommendations.
6. Meet with members of the nonprofit and for-profit community about prospective projects.
7. Research and write reports on selected areas of Program interest as assigned.



Medicine,
Toxicology,
Translational
Research,
Vaccine
Research,
Other, Science
Policy

Position
Type Full Time

Organiz
ation
Type Non-Profit

Job
Type Other, Project
Manager

8. Organize and attend internal or grantee meetings as requested.
9. Collaborate with colleagues in cooperative approaches to grant making.
10. Work with grantees to track progress on grants.
11. Administrative responsibilities related to the above and to other areas as needed.

Desired Qualifications

1. Completion of an advanced degree (master's degree or higher) in a biological, medical, or related field;
2. Must be organized, detail orientated, and have strong interpersonal and communication skills.
3. Must demonstrate exceptional writing capacity with oral presentation experience preferred.
4. Demonstrated ability to exercise independent judgment and initiative; to prioritize and accurately complete multiple tasks; and to work under deadlines and changing priorities.
5. Experience and desire to work in a team-oriented environment.
6. Able to maintain confidentiality of information.
7. A strong team player with a diplomatic, professional manner

Application Process:

The position is based at the Trust's main office in New York City. Send resume (in Word or PDF format) and cover letter to jobs@helmsleytrust.org. Include "Associate Program Officer – Type 1 Diabetes" in the subject line. Only those selected for an interview will be contacted.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to bear exhaustive list of all responsibilities and activities required for the position. Nothing

in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

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