



Position Title: Programs and Research Manager

Location: Remote NYC metro, home-based with hybrid work arrangement following lifting of pandemic restrictions.

Reports to: Chief Scientific Officer

FSLA Class: Exempt

OVERVIEW

The Programs and Research Manager oversees the administrative process of receiving and awarding grant proposals and tracking funds to ensure the money is being used according to the terms and conditions. Identifies programs and services that are needed nationally and, in the field, and manages the execution of new programs and ensures programs are implemented within guidelines.

PRIMARY RESPONSIBILITIES (Other duties may be assigned)

PROGRAMS AND SERVICES

- Assists SVP, Programs and Services by providing insight into the relationship with various institutions and the PD community.
- Creates presentations/slides.
- Manages the compilation of information for needs assessments.
- Manages the execution of webinar programs, working with vendors.
- Manages the creation and implementation of new signature in-person programs.
- Schedules meetings, arranges travel, participates in meetings and reports updates for the department.
- Executes the registration, implementation, and follow-up of innovative virtual programs.
- Creates virtual events Calendar postings.

RESEARCH

- Assists the Chief Scientific Officer with all initiatives and tasks.
- Key liaison for all grant applicants and awardees. Serves as liaison between applicants and APDA for the research program.
- Develops marketing materials about research opportunities.
- Updates the research opportunities information on the website using WordPress, and in the Grant Software.

- Processes grant applications; ensures all data have been entered appropriately in the database.
- Oversees the management of the processing of payments.
- Coordinates mid-point and final assessments.
- Coordinates the extensions, payments, contracts, and updates on research progress.
- Communicates timeframes, milestones, and payment schedules to appropriate APDA staff and board.
- Supports the Scientific Advisory Board Chairman in preparing meeting materials for both distribution in advance as well as at the meeting.
- Answers general research program questions received by e-mail or phone.
- Manages the Dr. Gilbert Hosts webinars and works with media vendor on production.
- Oversight of all aspects of Grant Software for the research program
- Uses Grant Software to track past and present grantee publications and subsequent funding.

FINANCIAL RESPONSIBILITY

- Participates with the President, Chief Scientific Officer, and Senior Finance Director in preparing fiscal year budget for research program.
- Oversees the distribution of payment to APDA Information & Referral Centers.
- Maintains correct balances of research grant funds and is the point person for budget issues concerning the research grants.
- Distributes the funding approved by the Executive Committee for both research and patient services.
- Processes all funding check requests as well as travel reimbursements and special funding. Administer grant funds.
- Maintains a record of all research grants funded, reports received and the status of their review.

INFORMATION & REFERRAL (I&R) CENTER GRANTS:

- Liaison between the host institution administration and APDA (contract negotiations, budget requirements etc.)
- Executes key aspects of the Leadership Conference and Field webinars with the I&R Coordinators and Chapter Presidents.

SCIENTIFIC ADVISORY BOARD (SAB)

- Consults with SAB Board Chairman as needed.
- Processes all grant and fellowship applications and forwards to the SAB.
- Provides training and technical assistance for Grant Software used to score applications.
- Arranges the selection of the annual SAB meeting date, location, review of applications, attends meeting, and submits the results to the Executive Committee.
- Arranges travel and other arrangements for SAB members.

- Attends the annual SAB meeting, runs the Grant Software during the meeting and submits the results to the SAB and Executive Committee.
- Maintains an updated SAB contact list.
- Assists the SAB Chairman at Board of Directors/Executive Committee meeting, with reporting on the recommendations for funding. Takes minutes at all meetings.
- Develops review forms and reports for the SAB Chairman.

POSITION REQUIREMENTS

Education: Bachelor's Degree required
Applicable Experience: 3-5 years
Research grant administration experience
Experience working at a non-profit organization

APDA is an equal opportunity employer and is committed to workplace diversity. Candidates from diverse backgrounds are encouraged to apply.

To apply, send cover letter, resume, and reference contact information to jobs@apdaparkinson.org.