

**GLENN FOUNDATION
FOR MEDICAL RESEARCH**



Title: Program Officer
Location: 1270 Coast Village Circle, Santa Barbara, CA
Reports to: Chief Executive Officer
Status: Full time- exempt
Competitive salary and benefits package based on qualifications and experience

About the Glenn Foundation for Medical Research (the "GFMR")

Founded in 1965 by philanthropist Paul F. Glenn, the GFMR is a private non-profit corporation that awards grants in support of leading edge research to understand the biology of normal human aging and its related physiological decline. The mission of the GFMR is to extend the healthy years of life through research of the biological mechanisms of human aging, with the objective of translating the resulting insights into interventions that will extend healthspan with lifespan. You can learn more about the GFMR and our activities at <http://glennfoundation.org>

Position Description

The GFMR is seeking a self-motivated, detail-oriented individual to join our team as a Program Officer. This is an exciting position for an individual seeking to use and develop expertise in all aspects of program management with an opportunity to grow with the position. The Program Officer will play an integral role in the operational management of research grant programs and will contribute to the advancement of best practices. This person will be responsible for managing administrative components of pre- and post award grants, and communicating with grantees and their administrators to obtain reporting materials as required by GFMR policies and procedures. He/She will also assist senior GFMR management in evaluating current programmatic activity and evaluating changes in activities to better optimize resources in pursuit of the GFMR mission.

Key Responsibilities

Grants Administration and Programmatic Activity

- Work with the GFMR's CEO, President and the Senior Scientific and Programmatic Advisor to ensure that the GFMR programmatic activity run smoothly.
- Engage in administrative tasks connected with the GFMR's grant-related activities. Help to ensure grants compliance, including reporting reminder and submission process.
- Participate in planning and strategy implementation to enhance the GFMR's long-range programmatic goals and objectives.
- Act as key contact for grant applicants, awardees, and academic institutions.
- Provide assistance in soliciting and reviewing applications for new grants and awards.
- Perform reviews of budgets, financial statements and progress report forms.
- Lead and support projects that advance the quality of effective administration of programmatic activity both externally and within the GFMR.
- Work with sponsored researchers to communicate support by the GFMR in accordance with guidelines.

- Participate in special projects related to the continuous improvement of GFMR grant operations and administration.

Database Management

- Produce grant reports and grant analyses.
- Maintain accuracy and integrity of grants database. Develop new ways of using the database to improve programmatic activity.
- Conduct periodic surveys of grantees.
- Monitor grants outcomes and returns on investment.

Other Responsibilities

- Work with the GFMR management to schedule and prepare for meetings of the GFMR's Board of Directors, Scientific Advisory Board, and GFMR-initiated workshops.
- Assist in maintaining the Foundation's website and electronic mailings.
- Manage the Foundation's conference and workshop grants program.

Requirements

- Bachelor's degree from accredited university. Degree or significant course-work in management, accounting, or other related fields is a plus.
- Two-plus years work experience in a professional setting that includes project management experience. Prior experience working in grants management or sponsored research administration is preferred.
- Ability to work with others in a team-based environment, and on an individual self-managed basis.
- Sound professional judgment and discretion.
- Detailed oriented, committed to producing high quality work, and able to manage competing urgent requests and priorities.
- Resourcefulness and ability to problem-solve and follow projects to completion.
- Strong written and oral communication skills.
- Experience with grant contracts, legal language and project management a plus.
- Advanced computer skills with proficiency in MS Excel, Word, PowerPoint and Outlook.
- Flexibility, sense of humor, and the ability to adapt to shifting priorities in a growing organization.

How to apply:

Please send a cover letter and resume including salary requirements to: careers@glennfoundation.org indicating "Program Officer" in the subject line. No phone calls, please. Only resumes with accompanying cover letters will be considered. The Glenn Foundation for Medical Research is dedicated to providing its employees and their families competitive benefits.