

Health Resources in Action, Inc.
The Medical Foundation
Grants Officer, Biomedical Research
Job Announcement
June 2021

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Health Resources in Action
Advancing Public Health and Medical Research

About Health Resources in Action:

Health Resources in Action, Inc. (HRiA), a nonprofit public health and medical research funding organization based in Boston, Massachusetts, has a mission to help people live healthier lives and build healthier communities through prevention, health promotion, policy, and research. HRiA works with a diverse group of clients across the country to address some of the most critical public health issues using innovative and evidence-based approaches to improve population health. Our clients include the U.S. Centers for Disease Control and Prevention, the U.S. Department of Health and Human Services, state and local health departments, hospitals, and private/corporate philanthropic entities.

Since its founding in 1957, HRiA has been at the forefront of public health, leading the way to promote healthier and more vibrant communities. Our work recognizes the impact of social, economic, and racial factors on health outcomes. HRiA is also an affiliate member of the National Network of Public Health Institutes with over 40 affiliates located across the country.

The Medical Foundation works with private individuals, bank trusts and family foundations to provide life sciences consulting services and program evaluation, as well as customized grant programs designed to accelerate medical discoveries. In 2020, we were privileged to work with foundations and bank trust departments whose biomedical research grant programs awarded over \$17 million to outstanding investigators across the United States. Drawing from a talented staff at Health Resources in Action, The Medical Foundation is assisted by HRiA's Finance, Information Technology, Communications, and Operations professionals.

For more information about the organization visit <http://www.hria.org>.



Summary:

The Grants Officer, Biomedical Research seeks to advance health by working as part of a team to manage grant programs that support biomedical research. This project management role includes responsibility for developing, executing, managing, and evaluating competitive award programs and ad hoc activities. The position requires the ability to develop and maintain relationships with awardees, scientific advisory committees, staff, appropriate biomedical societies and institutions, and the willingness to travel on behalf of HRiA.

The Grants Officer, Biomedical Research will help the HRiA team achieve the goals of its partners in philanthropy using their administrative and life sciences background. They will draw from their scientific training/background to support the operations of the Grantmaking team (e.g. the ability to understand and translate scientific content and theories, and outcomes to a wide ranging audience, supporting the development of impact reports/evaluations and documentation of meeting outcomes). Driven by growth and advancing health equity, the Grants Officer, Biomedical Research will work with Grantmaking leadership and staff in leading multiple grant programs.

The Grants Officer, Biomedical Research will work as part of a grantmaking team that includes Directors, Grants Officers, Scientific Officers, and Grants Coordinators for both The Medical Foundation aka TMF (biomedical focus) and Community Health projects. This is a full-time, exempt position, but part-time status may be considered. This position is based in the Boston area.

Duties and Responsibilities:

General Responsibilities

Management: The Grants Officer, Biomedical Research is the primary project manager for multiple grant programs within the Grantmaking portfolio. They will manage all grantmaking processes including program launch and application submission, peer review, award distributions, and post-award reporting activities. In doing so, the Grants Officer, Biomedical Research may provide programmatic/project oversight of Grants Coordinators and Associates. As a critical partner in project management, they will assist in overseeing project budgets and in developing and implementing consistent and efficient grantmaking processes and procedures across grant programs and projects.

Project Work: The Grants Officer, Biomedical Research works with team members to create, update, and implement tools and materials needed for each portion of the grant program cycle. Driven to improve health, they will iterate grantmaking processes to ensure that grant programs continue to advance biomedical research and health equity. The Grants Officer, Biomedical Research is responsible for the oversight of applicant tracking and awardee activities. The Grants Officer, Biomedical Research is expected to be a clear and courteous communicator in serving as a liaison with external stakeholders including clients, applicants,

awardees, and reviewers. They will work with other departments within the organization to ensure that financial tracking is accurate and timely.

Business Development: The Grants Officer, Biomedical Research will support the writing of proposals, blog posts, and client communications. They will help develop the scope of work and associated budgets for new business and existing projects.

Thought Leadership: The Grants Officer, Biomedical Research is expected to be an active contributor of thought leadership to the Grantmaking team regarding trends in the field of biomedical and community health grantmaking. The Grants Officer, Biomedical Research will actively participate in professional networks relevant to biomedical research such as the Health Research Alliance. HRiA prioritizes learning and professional development and provides opportunities to update and develop skills and expertise that align with evolving approaches and best practices in biomedical research grantmaking. They may be asked to help build content for the HRiA website or participate in relevant workgroups in grantmaking.

Key Responsibilities

- **Pre-Award Project Management Activities**
 - Develop a timeline of activities for each program cycle in line with the scope of work and associated budget, and track and coordinate the progress of all program staff (Grants Coordinator, Science Officer) against these timelines;
 - Create and/or update program materials including guidelines, request for applications, frequently asked questions, and other templates;
 - Oversee updates to grant program webpages (WordPress);
 - Update distribution lists associated with grant programs
 - Field questions from representatives from institutional offices of sponsored programs and development offices;
 - Oversee updates and processing related to the online application (Internet Grant Application Manager – IGAM)

- **Proposal Review Activities**
 - Support the Science Officer to identify potential scientific reviewers to serve on panels and committees;
 - Work with program staff to manage reviewer activities;
 - Coordinate communications regarding review processes with external stakeholders;
 - Coordinate review meeting event planning and development and dissemination of related written materials;
 - Manage and support the development of program books and briefings for Trustee meetings, including writing lay summaries of scientific reports;
 - Collaborate with other program staff in communication of meeting outcomes to Trustees and Clients;



- **Post-Award Program Activities**
 - Manage the award approval and declination process
 - Ensure timely requests and completion of post-award reporting requirements including progress reports, no cost extensions, and budget re-allocation requests;
 - Conduct first tier review of reporting requirements including progress reports, budget-related requests, and expense tracking;

- **General Activities**
 - Serve as a key point of contact for clients and external partners;
 - Play an active role within relevant professional networks;
 - Coordinate financial tracking and other activities across departments as needed;
 - Play a leadership role in understanding and training staff on updates and improvements to technological services used by grantmaking staff;
 - Foster strong relationships externally and internally, including by participation in HRiA organizational committees and staff meetings.

Candidate Qualifications:

- A minimum of 5 years of experience in a related field such as grants administration, database management, philanthropy, development, or biomedical research;
- A master's degree in a biomedical related field such as biology, chemistry, neuroscience, genetics, etc. is preferred;
- A PhD in biomedical research and/or previous experience in grants management is advantageous but not required;
- A demonstrated understanding and commitment to operationalizing health and racial equity principles in grantmaking practices and/or approaches to biomedical research.
- A commitment to value diversity of thought, backgrounds, and perspectives;
- A commitment to a growth mindset, flexibility, and iteration and learning in their approach to solving problems;
- Ability to manage multiple projects;
- Proficiency in or capability of learning new software, including Blackbaud Grantmaking, Adobe Acrobat, Microsoft Suite including Excel, WordPress, Video Conferencing/Calling;
- Ability to work as part of a team and self-starter;
- Exceptional attention to detail and commitment to high-quality work;
- Excellent organizational, critical thinking, and interpersonal skills;
- Excellent verbal and written communication skills.

This description is intended to indicate the kinds of work duties that will be required in this position. It is not intended to limit, or in any way modify, the rights of any supervisor to assign, direct, and contract work of staff under their supervision. The use of a particular illustration describing duties shall not be held to exclude other duties, not mentioned, that are of a similar level or difficulty.

Procedure for Candidacy:

HRiA is actively seeking to build a diverse and experienced staff. The organization encourages multiple perspectives and experiences, supports a multicultural environment, and strives to hire and retain a diverse work force that reflects the populations we work with and the communities where we work. Diversity is a core value of HRiA resulting in culturally competent services, materials, resources, and programs. Our hiring and business practices appreciate the strengths offered through different backgrounds.

HRiA is an equal opportunity, affirmative action employer and is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information.

Health Resources in Action offers an attractive benefits package including medical, dental and life insurance, retirement plan, tax-deferred annuity, and generous vacation starting at 4 weeks.

To apply, submit your cover letter and resume online at <http://hria.org/about/careers.html>.

