



Boston Children's Hospital

F.M. Kirby Neurobiology Center

Functional Title: Neurobiology Program Research Director (NPRD)

Official Boston Children's Hospital Title: Senior Staff Scientist

The F.M. Kirby Center and Neurobiology Program at Boston Children's Hospital (BCH) (<https://kirbyneuro.org/>) is the largest basic neuroscience research enterprise at a U.S. hospital, with 25 primary faculty and approximately 300 program members. Our mission is to conduct the most innovative and impactful basic and translational research to advance knowledge and develop cures for disorders and injuries of the developing and mature nervous system, and to be at the forefront of training, mentoring, and supporting future neurodevelopmental scientists. To help achieve these goals, the Center seeks to hire a Neuroscience Program Research Director (NPRD) to work closely with the Kirby Program Director, faculty, and administrative team to provide cohesion and support for our scientific program. The position will provide a unique opportunity to help shape the direction of collaborative research in the F.M. Kirby Neurobiology Center by designing frameworks to guide fundamental scientific discoveries and their translation, improving the lives of patients with neurological disorders.

The NPRD will provide comprehensive guidance to faculty and other personnel during the conception, development, and implementation of collaborative research projects. They will lead and facilitate complex applications for funding through grant, foundation, and philanthropic mechanisms. Responsibilities include but are not limited to the identification of funding opportunities, oversight and support to develop multi-investigator funding proposals through frequent, effective interactions with all involved parties, writing and integrative editing of proposals and reports, post-funding project management and writing up deliverables. We anticipate the NPRD will develop a strategic approach to application development while managing simultaneous deadlines for multiple stakeholders. In addition, the NPRD will co-lead our annual scientific retreat, support award nominations and faculty recruitments, and generally advance our scientific successes. Thus, we seek an inspired colleague with broad scientific interests spanning the discipline of neuroscience and proven organizational, writing, and interpersonal skills. Over time, the incumbent will develop skills to provide a high-impact level of mentorship and expertise to faculty and other personnel, as well as integrated knowledge of funding sources, sponsor requirements, scientific communication/editing, and project management.

Principal Duties and Responsibilities

1. Funding proposals

- Identify multi-investigator scientific funding opportunities and construct faculty teams to pursue these opportunities.
- Coordinate with Core Directors and Assistant Directors to identify equipment needs and pursue funding opportunities to fulfill these needs.
- Independently guide investigators and teams through submission of competitive grants. Manage the proposal development process, working with individuals at various levels within the Neurobiology Program, as well as across and beyond BCH, to ensure successful integration of components and full compliance with all funding solicitation and sponsor requirements.
- Independently advise investigators on proposal strategy, content, and organization. During the development process, edit proposals and write or provide writing support for non-scientific and technical sections of grant applications and provide comprehensive editorial review of all sections.
- Utilize existing BCH and Kirby administrative resources and documents to draft templates of non-scientific sections, such as data management and sharing plans, education and outreach, etc.
- Develop and maintain a project calendar throughout the grant lifecycle, from pre-submission to post-award, progress reporting, and publications to ensure all requirements and timelines are met.

2. Assist with organization of annual or biennial scientific retreats, including program planning, review and assembly of presentation materials, and logistics.
3. Work together with the Program Director and BCH Trust to maximize award nominations and applications for program faculty, facilitating writing and coordination of applications as needed.
4. Contribute to Program discussions regarding scientific vision and faculty recruitments.

Education and Area of Study

Required: Doctorate Degree (PhD or MD) in a relevant STEM field with demonstrated understanding of and familiarity with a broad range of science or technical subject matter.

Preferred: Advanced degree and postdoctoral fellowship in neuroscience.

Work Experience

Required: Three years' experience working in project management, grants, contracts, or the equivalent.

Preferred: Four years' experience working with relevant project management and extramural grants and contracts in an academic, nonprofit, or industry setting, with such experience to include at least two years of significant writing, editing, and advising responsibilities regarding scientific and administrative components. Established past success in grant writing is highly desirable.

Additional Knowledge, Skills, and Abilities

1. Ability to organize, analyze and interpret complex scientific data is required; proven ability to make complex information understandable to a broad range of audiences is desirable.
2. Must be able to write clearly and concisely. Scientific writing samples will be requested.
3. Must possess excellent written and verbal interpersonal and communication skills and be able to effectively interact with individuals at all levels in the organization.
4. Must be able to balance the needs of multiple projects simultaneously in a fast-paced, deadline-driven environment where priorities may change in response to external needs and opportunities.
5. Must be able to work effectively independently and as part of a team and to shift roles as circumstances require.

Pay Transparency

Exempt Role with salary range of \$160,000 - \$200,000 annually. This posted pay range is Boston Children's reasonable and good-faith expectation for this pay at the time of posting. Pay offer provided depends on skills, experience, education, certifications, and a variety of other job-related factors.

BCH offers a comprehensive benefits package that includes flexible schedules, medical/vision/dental coverage, child-care and student-loan subsidies, generous paid time off, a 403(b) retirement plan, commuter and other employee discounts. Boston Children's Hospital requires influenza vaccination for all employees, unless eligible for a medical or religious exemption.

Boston Children's Hospital is an Equal Opportunity/Affirmative Action Employer; all qualified applicants will receive consideration without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, protected veteran status, disability, or other protected status.

To Apply

Please address your application to Dr. Elizabeth Engle, Director of the F.M. Kirby Center and Neurobiology Program. Submit by April 15, 2026, to Tammy Chu via email (Tammy.Chu@childrens.harvard.edu) with "NPRD application" as the subject line. Please include a cover letter, CV, writing sample, and the names and contact information of three references.