



## **Director Research Administration**

### ***About CURE***

Citizens United for Research in Epilepsy (CURE) is a nonprofit organization, headquartered in Chicago, Illinois whose mission is to cure epilepsy, transforming and saving millions of lives. We identify and fund cutting-edge research, challenging scientists worldwide to collaborate and innovate in pursuit of this goal. Our commitment is unrelenting. CURE is the largest nongovernmental funder of epilepsy research, raising more than \$45 million in support of 200+ scientific projects in 15 countries since its founding in 1998. CURE is proud to maintain a 4-star rating from Charity Navigator for its 90%+ efficiency ratio over the years.

### ***Position Summary***

The Director of Research Administration provides leadership in reviewing, recommending and executing policy and procedure designed to enhance the administration of CURE's research program in relation to the organization's overall mission and strategic goals. This role reports directly to the Chief Scientific Officer and oversees the operations and budgets of the entire research program portfolio inclusive of investigator initiated grants, signature initiatives, federal grants and contracts, scientific conferences, and seminars. Maintaining relationships with internal and external stakeholders, U.S. based and international, is critical to the role. The position is based in the Chicago Headquarters office. Limited travel is required.

This position ensures the effective, compliant, and efficient daily management of operational functions in support of the mission and strategy. The Director researches and leverages best practices and partners with the Chief Scientific Officer, Program Directors, volunteer leaders and external partners to develop new program/project plans regarding new and existing funding opportunities, research initiatives, science and education outreach and collaborations that will increase and improve overall research activities and associated financial management and performance.

The Director of Research Administration will play a key role in assisting program leaders in organizing and executing their plans by seeking advice and counsel from foundation staff, legal, board/committee members and other experts as needed. Additionally, he/she will coordinate efforts with the development, marketing communications and finance departments and with the research administration team provide administrative and operational support directly to the CSO and Program Directors.

### ***Key Responsibilities***

Administration of all grants and CURE-driven initiatives including but not limited to the following duties:

- Partner with internal stakeholders to define scientific milestones, goals and objectives of programs and initiatives
- Plan and execute the Requests for Applications (RFAs) process
- Assist potential applicants with scientific and program-oriented questions
- Cultivate, train and lead teams of peer and lay reviewers
- Manage review and selection of Letters of Intent (LOIs) and full proposals in conjunction with scientific and lay reviewers
- Select and invite reviewers for LOI and full proposals

- Schedule and chair review teleconferences and assist in selection of awardees
- Lead the development, execution and review of research program contracts to institutions of awardees
- Develop and communicate comprehensive intelligence on CURE research programs and grantees for strategic planning purposes
- Develop and execute on departmental and project budgets and timelines
- Manage direct reports who perform daily management of grants, contracting, reporting and other scientific programs
- Lead and/or oversee development of proposals for federal funding opportunities
- Collaborate with Market and Communications team to effectively support goals of the Research program via strategic communications that include but are not limited to: audience-appropriate research summaries, development of promotional materials including announcements of new awardees and progress reports to key stakeholders
- Provide input to the Development team to identify private and corporate funding opportunities and fundable research opportunities
- Collaborate with Development team on donor-related materials that inform on use of financial gifts and how they are used, and provide summary updates on sponsored research projects

*The preceding description is not designed to be a comprehensive listing of all duties and responsibilities required of the Director of Research Administration.*

#### ***Ideal Experience***

- PhD in Neuroscience or related field with 3 or more years of experience in academia, non-profit, industry or governmental agency or MS in Neuroscience or related field with 7 or more years experience in academia, non-profit, industry or governmental agency
- Direct experience with grant review process (either as administrator/program officer or reviewer)
- Experience contracting and working with governmental agencies
- Familiarity with proposalCENTRAL
- Proven ability to successfully manage people and teams

#### ***Professional Attributes***

- Strong written and verbal communication skills
- Demonstrated results focus and initiative
- Adaptable to a dynamic and fast paced environment
- Committed to the development of team, self and others
- Ability to work independently as well as collaboratively with both staff and volunteers
- Leads with a collaborative, flexible and inclusive style
- Proactively communicates issues, risks or concerns
- Highly accountable for own and direct report actions

**All interested applicants should submit a resume, cover letter and salary requirements to [resumes@cureepilepsy.org](mailto:resumes@cureepilepsy.org).**

Due to the large interest in working with CURE, we are not able to take phone calls or personally respond to emails. Potential candidates for open positions will be invited for an interview.

**CURE is an Equal Opportunity Employer**