

Job Title:	Senior Manager, Research	Reports to:	Associate Executive Director, Programs
Department/Group:	Research	Updated:	January 20, 2023
Location:	Chicago, IL or remote	Travel Required:	1-2 times per year if in Chicago, 3-4 times per year if remote
Direct Reports:	None	Position Type:	Full Time

To apply, please email marymc.enteract@rcn.com

Job Description

POSITION OVERVIEW:

The Senior Manager, Research is responsible for managing AES programs, products, and activities related to research and training for early career and established investigators. They will also support early career training programs that intersect Research, Education and Membership.

ROLES AND RESPONSIBILITIES:

Works collaboratively with the committees of the Research and Training Council and senior staff to:

- Provide strategic input and facilitate continuous improvement of the processes used by the AES research department.
- Develop and implement Council and committee projects and initiatives in line with AES strategic plan.
- Responsible for managing the early career grants program at AES, with support and oversight from the Associate Executive Director, Programs. Serve as the staff liaison to the Early Career Grants Committee; manage the application process and related materials, respond to applicant inquiries, coordinate peer-review and review panel, manage awards and post-awards processes such as contracting and tracking financial payments, manage the continuous development and maintenance of a comprehensive grants management database. Document policies including potential process improvements, maintain policies, instructions, application forms, and procedures for grants programs.
- Serve as the staff liaison to the Fellows and Junior Investigators Professional Development Committee and provide support for the Fellow's program at AES, with support and oversight from the Associate Executive Director, Programs. Responsibilities to include Manage the application process and related materials, respond to applicant inquires, coordinate the review process, manage related program book content development, manage, and implement mentoring and professional development sessions at the annual meeting, and manage the travel award and program registration.
- Serve as the staff liaison to the Basic, Translational, and Clinical Research committees. Manage strategic development and implementation of committee programs and related research initiatives.
- Provide support to the Associate Executive Director, Programs, for the Research and Training Council, including managing the established investigator grant application, review, and award process
- Coordinate research-related meetings such as the Basic Science Skills Workshop(s), Research Grantee and Alumni Reception, and other events as required.
- Continuously assess and improve research and training area programs through formal evaluations, annual analytics, and development and tracking of key performance indicators. Includes ongoing strategic assessment of AES grant portfolios and results.
- Develops the annual budget for areas of responsibility, with input from the Associate Executive Director. Monitor grant-related finances throughout the calendar year.
- Identifies, vets, negotiates, and manages vendors, contractors, and providers of other tools and resources necessary to execute projects.
- Collaborate closely with the Education and Meeting team to plan and execute annual meeting events related to above.
- Work with external partners and organizations related to the above programs, including federal agencies, nonprofit partners, or other professional associations, serving as AES staff representative in selected situations.

- Work closely with member engagement and marketing team on communications and promotions strategies related to research, including but not limited to website, newsletter, social media, and targeted emails.
- Serve as an expert resource for other employees by providing scientific and academic expertise.
- Special projects as assigned.

POSITION QUALIFICATIONS

- Bachelor's Degree required; advanced degree preferred.
- Minimum 5 years of experience working in a healthcare, research organization or related non-profit and a history of interest in biomedical sciences and/or research.
- Demonstrated experience in managing research initiatives and projects.
- Ability to translate strategic objectives of operational plans and direct execution against those plans and formulate clear, concise, thorough, and supportable recommendations.
- Results oriented, focusing on goals to meet deadlines and taking responsibility for the success of programs.
- Demonstrated ability to independently prioritize and manage competing priorities and responsibilities, manage complex programs.
- Experience working with volunteers and managing committees.
- Strong and effective interpersonal skills, managing internal and external relationships with interpersonal savvy and demonstrate strong communication skills.
- Work effectively with teams of staff and volunteers, in-person and remote who are passionate about advancing research on epilepsy and related conditions.
- Ability to work effectively with wide range of organizations in a diverse community.
- Strong project management skills and ability to handle multiple projects simultaneously.
- Extremely organized, self-starter, agile facilitator, and resourceful team player
- Successful track record of building consensus and alliances across diverse stakeholders and key opinion leaders.
- Proficiency in Microsoft Office is required (Word, Excel, Outlook, PowerPoint)
- Experience with database management and/or online grant management tools is preferred.
- Knowledge of federal grants and other funding processes
- Excellent written and verbal communications skills, including ability to formulate clear, concise, thorough and supportable recommendations.
- Experience developing and managing budgets.
- Exceptional interpersonal, collaborative, solution-oriented team leader and colleague.
- Travel required.

AES VISION

The vision of the American Epilepsy Society is to eradicate epilepsy and its consequences.

AES MISSION

The mission of the American Epilepsy Society is to advance research and education for professionals dedicated to the prevention, treatment and cure of epilepsy.

AES VALUES

- We are dedicated to improving the lives of people with epilepsy.
- We embrace innovation and strive for excellence in everything we do.
- We are an inclusive, collegial community, which enriches the experiences of all involved.
- We value collaborating with other organizations that are aligned with our mission to achieve greater results.

AES is an Equal Employment Opportunity employer. Equal Employment Opportunity is a fundamental principle of the American Epilepsy Society, where employment is based upon personal capabilities and qualifications without discrimination based on race, color, sexual orientation, gender identity, religion, sex, age, national origin, military history, disability, genetic information or any other protected status. This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment. The American Epilepsy Society prohibits employee conduct that results in discrimination. Each manager and supervisor is responsible for implementing and supporting this policy. 3 Anyone who violates another's rights in any of these areas is subject to dismissal. Discrimination is not tolerated in any form by AES and appropriate disciplinary action may be taken against any employee violating this policy.

Approved By:	Eileen Murray	Date:	January 20, 2023
Last Updated By:	Shawna Strickland	Date/Time:	January 20, 2023