



RIVKINCENTER

SCIENTIFIC PROGRAMS MANAGER

Job Description

The Rivkin Center, located in Seattle, is a principle catalyst for national ovarian cancer research efforts. The mission of the Rivkin Center is to improve women's health by helping them prevent, detect early, and survive ovarian and breast cancer. We do this by investing in cutting edge research to prevent and cure ovarian cancer, a deadly and under-funded disease, educating women to prevent and detect ovarian and breast cancer as early as possible, and fostering an ever growing community of survivors, patients, researchers, clinicians, advocates and supporters. We envision a world where women live longer and healthier lives because their cancers are prevented, caught early, or cured.

JOB SUMMARY

To ensure progressive growth of its scientific programs, the Rivkin Center seeks qualified applicants for the position of Scientific Programs Manager who will work closely with the Director of Scientific Programs to manage an international scientific grants program, organize scientific symposia, and scientific communications. The candidate should be a self-starter who has experience in scientific research and communications. The candidate will also work with members of the Rivkin Center Development, Education, and Marketing teams on research, education and symposia related projects and events. The Scientific Programs Manager will report directly to the Director of Scientific Programs.

POSITION RESPONSIBILITIES

Grants Management: The Scientific Programs Manager will manage various aspects of the grant making under the supervision of the Director of Scientific Programs

- Organize and classify grants for reviewer assignments
- Manage the post-award process including executing Terms of Award, invoicing, updating online grants management tool
- Manage administrative aspects of award transfer, no-cost extension request, institution transfer, and budget modification requests
- Manage, track and analyze scientific reports from awardees in order to measure the success and impact of past awards
- Create reports on the success and impact metrics of past awards

Scientific Symposia: The Scientific Programs Manager will manage various aspects of a biennial Ovarian Cancer Research Symposium (even numbered years) and a biennial Northwest Gynecological Cancer Symposium (odd numbered years) under the supervision of the Director of Scientific Programs.

- Manage abstract submission and review abstracts for review
- Coordinate Planning Committee meetings
- Participate in the development of the scientific program
- Oversee special symposium sessions
- Manage communication and coordination with speakers and poster presenters
- Manage events logistics plan



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Communications: The Scientific Programs Manager will create communications materials to support the Rivkin Center Scientific Programs, Education Program, and general communications efforts.

- Write layperson summaries for funded grants and progress reports
- Regularly survey scientific literature to identify major scientific, health and policy developments relevant to ovarian and breast cancer
- Write blogs and reports on major scientific, health, policy developments for ovarian and breast cancer
- Analyze literature as needed to inform scientific curriculum of ovarian and breast cancer education program

General: Other duties assigned by the Director of Scientific Programs

EDUCATION

PhD in Biological Sciences, Genetics, or related discipline

EXPERIENCE AND SKILLS

- Work experience in natural sciences and/or cancer research preferred
- Ability to read and interpret published scientific research required
- Ability to write and edit moderate to highly complex scientific reports and correspondence to a wide audience (both scientific and lay) required
- Grant writing experience preferred
- Strong, clear, and effective verbal and written communication skills for layperson and scientific audiences required
- Ability to effectively work with a diverse group of people (scientists, physicians, donors, patients, general public, etc) required
- Experience in project management, program development is a plus
- Expertise in Microsoft Powerpoint, Word, Excel and other tools required
- Ability to multitask, extreme attention to detail required
- Excellent organization and time management skills required

APPLY

Please apply by sending resume and cover letter to Kiran Dhillon, PhD at kiran.dhillon@swedish.org. For more information about the Rivkin Center and our Scientific Programs, visit www.rivkin.org.

The Rivkin Center for Ovarian Cancer is an independent 501(c)(3) organization that has a non-discrimination policy and is an equal opportunity employer.