



**Job Title: External Scientific Affairs Manager**

**Salary: \$60,000/yr.**

**Email resumes: [jobs@ndriresource.org](mailto:jobs@ndriresource.org)**

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*The Strategic Initiatives Department is responsible for developing strategic partner relationships with scientific, corporate, government and philanthropic as well as identifying emerging opportunities with existing and new partners.*

**Summary/Objective**

The External Scientific Affairs Manager reports directly to Senior Vice President, Strategic Initiatives and is responsible for coordinating the development and management of NDRI’s external scientific affairs portfolio of grants and agreements. He/she will lead the management of external collaborations with the NIH, academic institutes, not for profit organizations, government organizations and companies. He/she will lead communications with external and internal stakeholders to manage the existing portfolio of external collaborations and work on developing proposals to expand the portfolio with new partnerships and grants.

**Essential Functions**

1. Monitor progress and performance for external grants and partnerships.
2. Communicate data and milestone performance to external and internal stakeholders.
3. Oversee the grant and contract submission process, including the identification of new or continuation opportunities, submission planning, and application development.
4. Work with internal stakeholders to lead the assembly and submission of grants and partnerships to project sponsors.
5. Manage various activities for grants and partnerships, including tracking progress of milestones, leading communications on follow-up activities, running meetings with internal and external stakeholders, and developing supporting document and reports.
6. Draft and review scientific and project specific content, as needed, for grants, contracts, presentations, marketing materials, and publications
7. Represent and make presentations the company at scientific conference and meetings, as required. Represent NDRI professionally to all partners.
8. Excellent organizational, written and verbal communication skills.

**Competencies**

Grant Management  
Contract Management  
Grant Reporting Skills  
Scientific Writing Skills  
Communication Proficiency  
Presentation Skills

Collaboration Skills  
Teamwork Orientation  
Project Management  
Problem Solving  
Strategic Thinking  
Results Driven

## **Required Education and Experience**

1. MS degree in Life Sciences preferred; or 5 years of previous experience work in a healthcare/laboratory or biomedical setting.
2. Experience in submitting scientific grants to the NIH and other funding federal agencies
3. Experience in reporting and the management of NIH-supported grants and projects
4. Experience in writing, training or teaching scientific materials.
5. Strong understanding of pathology, genetics, human anatomy and current biomedical research techniques preferred.
6. Results oriented manager who will take ownership for problem identification and resolution and seeing through to completion.
7. Ability to function as a team player and carry through assigned tasks on time and within the scope of project parameters.
8. Hands-on, results oriented approach to work with a “can-do” attitude.
9. Must be self-motivated, assertive, and able to prioritize multiple tasks in a fast paced, collaborative environment.
10. Additional work experience in area of project management preferred.
11. Excellent organizational, written and verbal communication skills.

## **AAP/EEO Statement**

*NDRI provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, NDRI complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer; leaves of absence, compensation and training. NDRI expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status*

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.*

