

Scientific Project Manager

Business Support

Gilbert Family Foundation

Detroit, MI

Preferred Qualifications

- Advanced scientific or medical degree that includes training in the biomedical sciences
- 3 years of relevant experience in drug discovery and/or preclinical development
- Evidence of a successful track record as a mid-level project manager in a biomedical research environment
- Experience in cell therapy and/or vision restoration/ophthalmology drug discovery and/or development programs

Job Summary

The Scientific Project Manager is responsible for the overall management of projects, timelines and deliverables for the Gilbert Family Foundation's Vision Restoration Initiative. This team member uses sound scientific judgement and understanding of the organization's goals and objectives to provide oversight for all projects and activities. The Scientific Project Manager represents the organization in the scientific community with professionalism and a deep understanding of the field and its challenges. This team member is expected to actively engage with relevant communities to develop relationships and opportunities for collaboration and capacity building. The Scientific Project Manager reports to the organization's Scientific Officer.

Responsibilities

- Review progress and financial reports, highlighting critical issues and reporting therein
- Conduct site visits to grantee institutions and nurture the relationships critical to the organization's success
- Lead coordination of virtual scientific meetings and in-person annual meeting
- Lead coordination of the organization's advisory board meetings
- Provide support to grantees on data sharing activities
- Identify, engage and conduct due diligence on new opportunities related to the organization
- Develop and maintain relationships with the organization's grantees and other experts in the field
- Maintain awareness of new developments and challenges in the field and identify resources to address such issues
- Provide support to the Scientific Officer as needed

Who We Are

The Gilbert Family Foundation is a private nonprofit foundation founded by Jennifer and Dan Gilbert to accelerate a cure for NF1, a genetic disorder that causes tumors to grow on nerves anywhere in the body. The Gilbert Family Foundation supports groundbreaking, cutting-edge research in hopes of eradicating the disease. NF1 affects nearly three million people worldwide. The Foundation also supports philanthropic efforts in Detroit, Michigan. For more information on the Gilbert Family Foundation, please visit gilbertfamilyfoundation.org.

Disclaimer

This is an outline of the primary responsibilities of this position. As with everything in life, things change. The tasks and responsibilities can be changed, added to, removed, amended, deleted and modified at any time by the leadership group.