

Call for Grants Manager

Organizational overview

The Society of Family Planning and the Society of Family Planning Research Fund (the Society) strive for just and equitable abortion and contraception, informed by science. We achieve our vision by serving as the source for science on abortion and contraception and providing support for abortion and contraception research. Our accomplishments include building a community of over 1,100 scholars and partners, serving as the academic home for subspecialists in complex family planning, producing well-regarded clinical practice guidelines, and convening the premier scientific conference on abortion and contraception. We are also committed to funding research on abortion and contraception through focused [funding opportunities](#), and leveraging that research for impact.

Role description

Overview

We seek a creative and driven team member with demonstrated expertise in both stakeholder and process management. This position serves as the lead implementer for select funding opportunities and ensures excellence during all phases of the grantmaking lifecycle, as well as makes significant contributions to shaping future programming. This is a remote position and open to candidates living in the US. It is anticipated that the person in this position will travel approximately 10% of the time, when public health conditions support safe travel. This position reports to the Director of Grantmaking and Evaluation.

Specific responsibilities

Responsibilities include, but are not limited to, the following:

1. Ensure excellence in all phases of grantmaking (50%)
Activities include, but are not limited to:
 - Drive the life-cycle of multiple competitive funding opportunities, working in close partnership with the Director of Grantmaking and Evaluation
 - Lead discrete program activities associated with funding opportunities, such as cohort- and capacity-building activities
 - Ensure clear and efficient open calls for funding opportunities, aligning communications, timelines, and infrastructure resources to invite high quality, relevant proposals and an excellent applicant experience
 - Manage the peer-review process, including recruiting reviewers, assigning reviews, summarizing review information, and leveraging
 - Lead grants administration for awards in select funding opportunities directly or in collaboration with other grantmaking staff, around the monitoring process for active

grants (eg, scheduling progress report calls with the Director of Grantmaking and Evaluation and grantees, generating reminder letters, monitoring receipt of financial reports, and following up with late reports)

- Act as a service-oriented point of contact with all grantmaking stakeholders
- Create opportunities to make tailored connections between grantees and other research stakeholders and resources
- Support grantees to leverage the Society's platform for dissemination
- Lead planning and implementation for in-person (when safe) and virtual events related to grantmaking
- Work with the Director of Grantmaking and Evaluation and other grantmaking staff to ensure excellence across the grantmaking lifecycle, contributing at least two process innovations per year of programming
- Establish connections to relevant affiliated societies, professional groups, special interest groups, and other ancillary societies and organizations

2. Develop and lead research-related programming (40%)

Activities include, but are not limited to:

- Drive programming that supports the development of more rigorous and impactful research proposals to the Society and a diverse range of research funders
- Support time-limited learning community for investigators leading research on priority topics, ensuring these spaces provide space for ongoing peer feedback, opportunities for collaboration, and support from outside experts, in close partnership with the Director of Grantmaking and Evaluation
- Test strategies for increasing the knowledge translation expertise of grantees and members
- Refine and implement programming that builds the capacity of researchers to secure funding from federal funders to support family planning research.
- Rigorously develop new programs and areas of work, integrating knowledge from diverse sources, surfacing key strategy questions, and proposing novel solutions
- Lead planning and implementation for in-person (when safe) and virtual events related to research-related programming

3. Support organizational development (10%)

Activities include, but are not limited to:

- Contribute to learning related to research programming and grantmaking, seeking opportunities for reflection at the level of process and impact and leveraging internal and external data and resources
- Assist with the presentation of grantmaking information and data, upon request
- Stay abreast of trends in, and literature on, grantmaking and research-related programming

Qualifications

Highly-qualified applicants will meet many of the qualifications below, and have clarity on areas of growth. In general, we seek a team member who brings:

- Experience bringing programming to life, elevating existing plans and cultivating excellence in execution
- Delight in connecting with diverse stakeholders, bringing a keen curiosity to the perspectives of others and a clear sense of individual and organizational capacity to collaborate with and/or support Society stakeholders
- Palpable commitment to the Society's vision, missions, and programs
- Enthusiasm for iteration around programming with an eye on strategy
- Solutions-orientation, with a passion for identifying pragmatic, equitable, and sustainable ways to tackle big and small challenges
- Ability to juggle competing demands and meet deadlines without sacrificing quality
- Ability to make and communicate difficult decisions with empathy and clarity
- Ability to listen to and engage with stakeholders' needs and concerns; sees feedback as an invitation, not a burden
- Ability to build and sustain authentic relationships across lines of difference
- High level of computer literacy, including confidence using Google Apps, Box, Zoom, Word, Excel, Slack, and Adobe software tools
- Ability to work independently and with remote teams; must live within an hour of a major airport
- Willingness to pitch in as needed; we are a small nonprofit and everyone contributes

Salary and benefits

The salary range for the position of Grants Manager is \$80,000-\$90,000 at full time, depending on qualifications and experience. The Society offers a generous benefits package including:

- Medical, dental, and vision insurance (100% individual premium covered)
- Short and long-term disability
- Life insurance
- 24 days a year of paid time off, which increase with tenure
- 11 paid holidays
- Abbreviated Friday schedule in July
- At least four weeks of fully paid family leave and six weeks of partially paid family leave
- 401K plan with up to 3.5% employer matching contribution
- \$1,500/year professional development funds
- \$300 remote work stipend at hire
- \$150 remote work stipend after the first year
- \$100/year for expedited travel clearance programs
- Up to \$50 monthly internet reimbursement
- Medical FSA and dependent care FSA

Application process

Interested candidates should submit a resume and a one-page narrative describing a time you brought a programmatic element or strategy to life. We are interested in learning about how the program transformed in this process, the concrete benchmarks of success that you were able to celebrate, the internal and external stakeholders, you engaged, and where you see the strengths and weakness of your contributions. A traditional cover letter is not necessary and will not be reviewed. Application materials should be submitted by email to MBilthuis@SocietyFP.org with the header "Grants Manager" by October 20, 2021. Applicants are encouraged to submit applications as early as possible. No phone calls please.