

Director, Grants and Research

Orthopaedic Research and Education Foundation (OREF), Remote

Full-time remote position with Benefits: Medical Insurance, Dental Insurance, Vision Insurance, Group Term Life Insurance, Short-term Disability, Long-term Disability and AD&D

Position Description: The Director of Grants and Research will provide essential management and oversight of OREF's grantmaking and other programming. The Director of Grants and Research will work under the guidance of the OREF Vice President of Grants and Research to advance the OREF mission and strategic plan and work alongside volunteer researchers and physicians to ensure that the organization continues its standards of scientific excellence in the area of musculoskeletal research.

The OREF Director of Grants and Research, must be detail-oriented, highly organized, adaptable, and be capable of working independently and performing confidential duties. Potential applicants should have 3 or more years of experience with a non-profit association, academic institution, industry, or governmental agency. Experience working with healthcare research and physicians/surgeons is desirable. This is a remote position; however, some travel (approximately 10%) may be required.

Position Responsibilities include but are not limited to:

- Manage OREF grants portfolio. Work closely with the other 3 members of the Grants team (Vice President, Grants Manager and Grants Administrator) to provide scientific input and project management for all stages of the grants cycle, including launch of grant opportunities, contracting, review of grantee scientific and financial progress reports, monitoring of grantee progress against goals, and evaluation of grantee no cost extension requests.
 - Learn how to use and manage OREF's presence on ProposalCentral, the software research grants management platform.
 - Actively engage with funded researchers to monitor progress and manage milestones. Communicate researchers reports when required.
- Work closely with OREF collaborative partners to initiate and develop Requests for Applications (RFAs) in musculoskeletal research.
 - Expand and maintain relationships with a variety of external stakeholders with the goal of increasing musculoskeletal research.
 - Represent OREF at external meetings and conferences when required.
- Assist in developing the budgets for the OREF grants department, programs, and team.
- Work closely with the volunteer leadership and Research Grants Committee (RGC).
 - Facilitate RGC meetings; assist in development of meeting agendas and materials.
 - Ensure that all aspects of the OREF scientific review process are followed in the selection and awarding of grant recipients.
 - In conjunction with the RGC, monitor, review, and update OREF research policies and procedures.
- Assist the Grants team with the management of OREF programs including, but not limited to, Resident Research Symposia, Kelly Leadership program and others.
- Work with the OREF Marketing and Communications team to promote the OREF grants program, including by assisting in the development of content and materials for the OREF annual report as well as the OREF website.
- Work with the OREF Development team to enhance research funding opportunities. Work closely with internal teams to provide necessary information to support partnerships and fundraising. Strive to connect research milestones and donor interests.

Position Qualifications:

- Master's Degree required, PhD or equivalent preferred.
- 3+ years' of professional experience at a non-profit association, academic institution, industry or governmental agency. Experience working with healthcare research and physicians/surgeons is desirable.
- Proven program management experience including multi-year projects and timelines (Required).
- Experience with research grant management (Preferred).
- Ability to work proactively and independently without close oversight and as a team player.
- Demonstrated flexibility, adaptability, and problem-solving skills.
- Excellent analytical skills.
- Excellent interpersonal and communication skills. Able to work cross-departmentally in a small organization with a large impact.
- Excellent verbal and written communication skills. Able to communicate with a variety of stakeholders,
- Excellent organizational skills and attention to detail.
- Proficiency in standard computer applications (Word, Excel, PowerPoint, Adobe).

Interested applicants should forward their resume/CV and cover letter to grants@oref.org

About OREF:

The Orthopaedic Research and Education Foundation (OREF) is a charitable 501(c)(3) organization committed to improving patients' lives by funding musculoskeletal research that advances clinical practice. OREF was founded in 1955 by orthopaedic surgeons to help their colleagues investigate research questions important to the field, independent of commercial concerns. Since 1955, OREF has awarded more than 4,700 grants and awards, providing nearly \$150 million in support of musculoskeletal research.

OREF strives to improve clinical care and patient outcomes by advancing innovative research, developing new investigators, and uniting the orthopaedic community in promoting musculoskeletal health. As the leading grant-making resource for new investigators, OREF provides important financial support that helps them build a strong foundation for their research careers. Our research grant and education programs are funded entirely through donations and gifts from individuals, musculoskeletal health-focused organizations and foundations, and industry partners. For more information, please visit <https://www.oref.org>

STATEMENT & DISCLAIMER

Equal Opportunity Employer. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other legally protected characteristic or status. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.