



Senior Grant Program Manager

The Rhode Island Life Science Hub (“RILSH”), founded in June 2023, is the central entity and coordinating organization of life science initiatives on behalf of the state. The RILSH is a quasi-public organization established with a \$45 million investment to facilitate the development of medical advances and scientific breakthroughs with companies. Through targeted investment, the RILSH will fund and incubate Rhode Island-based life science companies that will promote economic and workforce development within the state.

Statement of Duties

The Senior Grant Program Manager will effectively manage and administer all grant programs of the RI Life Science Hub (“RILSH”) in order to ensure a dependable framework of support systems and investments to advance the life science sectors. They will play an integral role in building life science innovation capacity and business attraction in Rhode Island by supporting and implementing strategic grant programs for the RILSH. Their work will be designed to leverage resources, develop and monitor program performance metrics, identify and develop external funding opportunities, and coordinate efforts to deepen strategic partnerships.

In addition, they will lead operational support for the Scientific Advisory Board (SAB) with meeting logistics and managing the board’s evaluation of grant program proposals.

Position Functions

The essential functions and duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not preclude them from the position if work is similar, related, or a logical assignment to the position.

Essential Functions

- Manage multiple granting programs including all pre-and post-award aspects, inclusive of communicating with applicants, program evaluation, reporting, and payment and other close out activities.
- Collect, analyze, and report on both qualitative and quantitative data related to grant project performance, contributing to the RILSH updates and other periodic reports.
- Ensure the efficient, cost effective, administration and financial management of grants and contracts throughout the RILSH in compliance with the organization, state, and federal policies and procedures, as applicable.
- Maintain and update all pertinent records, files and documents, and ensure completeness of all research accounts, files, and submissions in accordance with state, federal, and RILSH policy, as applicable.
- Respond to extramural funding opportunities that can leverage existing RI life science assets and core competencies including participation in ARPA-H program events.
- Represent the RILSH at community events as needed.



Key Competencies

- Grant making and program management: Job requires the ability to juggle the strategic administration of many concurrent grant programs with limited staff support, ensuring smart interconnection across efforts.
- Strategic skills: Job requires the ability to define opportunities and understand comprehensive analysis of current and future trends. Understands the big picture and how individual grants and grant-making efforts fit together.
- Initiative: Job requires a willingness to take on responsibilities and challenges and find ways over, around, or through barriers to success. A bias for action. A results-oriented "doer." A strong desire to achieve.
- Stakeholder engagement: Job requires an ability to work with various internal and external stakeholders.

Qualifications

- A minimum of a bachelor's degree.
- Demonstrated experience in managing life science grants, programs, or equivalent combination of education and experience. Previous grant management experience within the life science industry, a government agency, or university with specific experience administering federal or state grant programs is strongly preferred.
- Excellent communication skills and an ability to prepare clear, informative, and concise written materials. Must be able to communicate effectively across multiple stakeholder and partner groups.
- Strong organization and time management skills with the ability to manage multiple grant and project portfolios.
- Proficiency in grant management and CRM software and tools.
- Strong interpersonal skills, attention to detail, and ability to work with sensitive and confidential information.
- Ability to maintain flexibility in a fast-paced environment.
- Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook, as well as Adobe Acrobat.

Reports to

- Rhode Island Life Science Hub, Vice President

Classification

- Regular Full Time – 37.5 Hours per Week
- Salary / Exempt
- Office-based hybrid
- Occasional travel may be required for meetings, training, or site visits
- The Rhode Island Life Science Hub is an at-will employer; no employment contracts exist.

Benefit Plan in Development (anticipated)

- Competitive salary based on experience
- Comprehensive health, dental and vision insurance plans
- Retirements savings plan with employer match
- Paid holidays and time off



Please submit your resume and a cover letter detailing your relevant experience and qualifications to info@rilifescience.com.

The Rhode Island Life Science Hub ("RILSH") is an Equal Opportunity Employer. The RILSH does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by applicable law. All employment is decided on the basis of qualifications, merit, and business need. The RILSH will not tolerate discrimination or harassment based on any of these characteristics.