POSITION DESCRIPTION

JOB TITLE: Manager, Science Programs
STATUS: Exempt
REPORTS TO: Director, Science Programs

ORGANIZATION
As recently as the 1990s, women were routinely excluded from medical research and there was a profound lack of awareness that health conditions and treatments affect women and men differently. The Society for Women’s Health Research (SWHR) led the way to making women’s health a national priority, forever changing how medical research is conducted.

SWHR is a 30-year-old education and advocacy nonprofit based in Washington, DC. A highly respected thought leader in promoting research on biological differences in disease, we are dedicated to our mission of promoting research on sex as a biological variable and improving women’s health through science, advocacy, and education.

POSITION SUMMARY
The Science Programs Manager supports the planning and execution of SWHR’s growing portfolio of science programs. The Science Programs Manager reports to the Director of Science Programs and performs cross-cutting functions to assist in strategic planning and communications related to these programs.

ESSENTIAL RESPONSIBILITIES
- Assists with planning and execution of science programs deliverables (e.g., meetings, roundtables, panels, etc.), including the development of program goals, content, and working group participants.
- Works across teams to ensure deliverables meet agreed upon milestones and deadlines.
- Works with outside vendors on program and event logistics, where appropriate.
- Conducts background research, landscape analysis and literature reviews on subject matter experts to help vet their participation in SWHR programs.
- Researches and writes content for peer-reviewed papers, reports, factsheets, and scientific commentaries relevant to SWHR’s science programs.
- Researches science content to inform talking points and key messages as part of SWHR’s broader strategies and media content.
- Supports data collection and analyses of program metrics of success.
- Represents SWHR Science Programs at external meetings, as needed, while promoting SWHR’s mission.
- Executes other relevant projects and duties associated with the Society’s mission, as assigned.
QUALIFICATIONS

- Bachelor’s degree in health/science field and at least 5 years of relevant work experience.
- Master’s degree in health/science field strongly desired.
- Relevant work experience that includes research or project management in the biomedical sciences, women’s health, or science policy.
- Demonstrated interest in women’s health preferred.
- Ability to write scientific and health content for specialty and public audiences; peer-review publications is a plus.
- Qualitative data analysis experience is a plus.
- Excellent verbal and written communication skills, including editing skills, attention to detail.
- Highly organized and proficient time management skills, with ability to handle multiple shifting priorities.
- Ability to prioritize, meet deadlines, and take initiative.
- Team player as well as ability to work independently.

To Apply: Please submit a cover letter indicating your interest in women’s health and sex differences research, resume, and at least one writing sample to science@swhr.org. Please use the subject line: “SWHR Science Programs Manager Position.” No phone calls please. Only candidates selected for interviews will be contacted. Competitive salary commensurate with skills and experience. Excellent medical, dental, vision, and other benefits provided. This is a full-time salaried position based in downtown Washington, DC.