

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.

Based in Washington, DC, SWHR is a national nonprofit organization and recognized leader with a mission to promote research on biological sex differences and improve women's health through science, policy, and education. SWHR's Science Programs identify research gaps and address unmet needs in diseases and conditions that disproportionately or differently affect women. Our programs convene and leverage the knowledge of our Science Networks – diverse groups of researchers, clinicians, patients, and other health care leaders with expertise in a specific disease or topic important to women's health.

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 program meetings, roundtables, and public forums, including the development of program goals, content, and working group participants
- Works across teams to ensure deliverables meet agreed upon milestones and deadlines
- Conducts background research, landscape analysis, and literature reviews on various women's health topics to vet experts for their participation in SWHR programs
- Coordinates efforts to convene and facilitate meetings for SWHR Working Group participants
- Works with outside vendors on program and event logistics, where appropriate
- Researches and writes content for peer-reviewed papers, reports, factsheets, and scientific commentaries relevant to and based on 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 for program evaluation
- Represents SWHR Science Programs at external meetings, as needed, while promoting SWHR's mission
- Executes other relevant projects and duties associated with SWHR's mission, as assigned

QUALIFICATIONS

- 2-5 years of relevant work experience, including project management, program or event planning/administration, or research in the biomedical sciences, women's health, or science policy
- Master's degree in health/science field or higher; or working toward a higher degree in health/science field combined with relevant work experience
- Demonstrated interest in women's health
- Ability to distill qualitative and quantitative data/information for public consumption and discussion across diverse audiences
- Ability to write scientific and health content for specialty audiences; peer-review publications is a plus
- Excellent verbal and written communication skills, including editing skills; attention to detail
- Excellent organizational and time management skills, with ability to handle multiple shifting priorities, take initiative, and meet deadlines
- Team player and ability to work collaboratively across departments, 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.