



POSITION DESCRIPTION

Position Title: Research Programs Manager

Reports To: Director of Education and Research

The Research Programs Manager is responsible for managing and administering the Society's research programs, including programs of the ASPEN Rhoads Research Foundation. This includes guiding the direction of and management of the research objectives of the organization; innovating new programs in support of the organization's overall strategy; and supporting Foundation events, program, and fundraising efforts.

Primary areas of responsibility

1. Administration of Society and Foundation research agenda, awards and grants programs including providing staff support to volunteer committees, sections, boards and task forces that support ASPEN's research goals.
2. Serve as the staff liaison to the abstract review committee, research committee and grant review committee. Support and participate in initiatives that may involve interaction with Board of Directors and workgroups that support research goals.
3. Develop, implement and manage research program requirements, policies and procedures with volunteer workgroups and make recommendations for improvements.
4. Manage fundraising and grant-giving programs of the ASPEN Rhoads Research Foundation
5. Collaborate with other staff members to advance the mission of the Society.

Specific tasks

1. Manage and support the Foundation grants program, including supporting the Foundation Grant Review Committees.
 - a. Manage the grants submission, award, and records maintenance programs, which includes administrative tasks such as organizing applications for reviewers; preparing reviewer critiques for grantee feedback; managing grant award processes such as payment, progress reports, no cost extensions; tracking grantee publications and accomplishments; and serving as the primary contact for all grantees.
 - b. Develop annual reports for Industry Supporters and donors
 - c. Ensure invoicing and payment by of Industry-supported Foundation grants and track payments from corporate partners
2. Develop and support fundraising efforts for the Foundation, including annual giving, major and planned gifts, donor communication & stewardship, and donor data management.
3. Manage Foundation communications including website content, brochure, annual reports, and other communications and outreach activities. Oversee donor communication to ensure appropriate acknowledgements, solicitations, and cultivation.
4. Plan and implement Foundation events and programs throughout the year.
5. Manage and serve as staff support for the Abstract Review Committee, which is responsible for the abstract review and selection process for the annual conference. Assist with grading and review process, submission of abstracts for publication, and all committee functions in support of presentation and publication of accepted abstracts.
6. Develop, implement and manage the abstract submission, review, and sessioning program, including developing and managing the annual online abstract submission site,

- driving promotion of the abstracts, and overseeing efforts to increase abstract submissions and acceptance.
7. Design and implement innovative approaches to abstract presentations, utilizing industry trends to support new efforts with this and other program improvements.
 8. Interface with the Research Committee, manage their schedule of work, including but not limited to review and update of the ASPEN Research Agenda, and creation of the annual Research Workshop.
 9. Assist the Research Committee in the planning of the annual Research Workshop, and in submission and administration of National Institutes of Health Research Workshop conference grant. Manage all federal grant administrative requirements for this program, including financial and final progress reports.
 10. Manage and implement all research programs at ASPEN's annual conference: the Research Workshop program, the Paper and poster sessions, The Rhoads Lecture and Awards Ceremony, the Foundation reception and other events.
 - a. Organize poster sessions and poster professor program. Interface with ASPEN's conference manager with poster requirements.
 - b. Determine oral paper session arrangement and select moderators.
 - c. Identify Research workshop travel award abstracts.
 11. Interface with the Dudrick Scholar Research Award committee and manage the awardee submission and selection process.
 12. Collaborate with other teams to communicate about and promote all research initiatives including the abstract submission process, Foundation grants and fundraising efforts, the research awards program, the Research Workshop and other related promotional activities.
 13. Collect data related to ASPEN's research program and formulate reports of the data for use in future decisions, promotion of the programs, etc.
 14. Support research-related programs occurring throughout the organization such as volunteer-led consortium. Promote and develop a strong community of nutrition researchers throughout the organization.
 15. Represent Society at various conferences, meetings and networking events.
 16. Other related duties as assigned.

Qualifications

- Knowledge of/experience with academic and clinical research programs/environments; nonprofit professional, educational or scientific organization administration; federal grants management; and health industry issues helpful.
- Ability to work in a fast paced, team-oriented environment with high expectations.
- Ability to meet broad goals and manage numerous projects simultaneously
- Excellent organizational and communication skills
- Ability to analyze problems, plan solutions and implement decisions
- Capable of interacting on a professional level with the society's leadership, volunteers, management and support staff and external audiences, including federal grants personnel and NIH representatives.
- Competency in Microsoft Office programs; experience with DonorPerfect a plus.
- Experience in programs with a scientific healthcare association highly desirable
- Three years' mid-level experience
- Ability to travel occasionally to represent ASPEN and attend annual conference

Key Success Areas

- Grow ASPEN's research presence in the field
- Grow engagement within the nutrition research community
- Increase abstract submissions and grant applications
- Support the Foundation's fundraising and communications efforts to increase impact
- Manage programs and projects within budget