

Program Manager

The Organization

Brain Canada is a dynamic charitable foundation that designs and develops research programs and funds transformative brain research across Canada. Brain Canada raises funds to support brain research and stewards the Canada Brain Research Fund, an innovative private – public partnership supported by Health Canada and more than 100 partners and funders. Brain Canada promotes a “One Brain One Community” approach that views the brain as a single interconnected system and fosters a strong brain research community across Canada. For more information, visit braincanada.ca.

Further to the renewal of our partnership with the federal government and an accelerated fundraising program, Brain Canada is seeking to expand our Programs team with an energetic, enterprising professional who will be central to running a national, world-class research program.

Position Summary

In close collaboration with other members of the Brain Canada team, the Program Manager works on both the pre-award and post-award processes for a portfolio of research programs and projects. Specifically, the Program Manager is one of the main points of contact at Brain Canada for funded researchers/project teams and is responsible for monitoring projects to assess progress and maximize outcomes. Responsibilities also include launching competitions and coordinating the peer review processes of different funding programs. Located in Montreal, they report to the Chief Research and Programs Officer.

Responsibilities

Overall:

- Provides day-to-day administration and coordination of research funding programs;
- Oversees funding competitions through the grant management system;
- Fields and directs external inquiries on program-related matters;
- Participates in the preparation, launch and administration of various research programs;
- Assists in the development of case for support to approach potential donors;
- Utilizes the internal database for statistical and data visualization purposes to track and measure impact of research funding programs;
- Conducts searches of the scientific literature for evidence-based support;
- Ensures applicants receive appropriate instructions, support, and answers to enquiries.

Manage a portfolio of funded projects:

- Launches new research projects by facilitating project start-up activities, including revisions of project agreements and budgets;

- Monitors projects' scientific and financial progress through Progress Report revisions to ensure that all goals and milestones are completed in accordance with timelines and budget as outlined in project agreements;
- Critically assesses risks, outcomes and anticipated future impact;
- Ensures all documentation is properly archived and updated for programs/projects;
- Collects data and produces reports on project/program outcomes for different internal and external stakeholders and funders;
- Coordinates the process to close out projects after completion;
- Fosters relationships, facilitates meetings, and communicates effectively with project-related teams, host institutions and other partners;
- Works closely with researchers and project teams to assist with problem solving, risk management and collaborations;
- Coordinates with other Brain Canada departments to assist with project-related legal, financial, communications and knowledge translation matters;
- Assists with networking, partnership development and profile building when requested;
- Other duties as assigned.

Coordinate the peer review process:

- Maintains a database of potential Reviewers and Chairs;
- Ensures the Chair(s) and Reviewers are well-briefed and supported;
- Ensures seamless logistics and documentation of the review meetings and panel discussions.

Qualifications

- MSc with research experience in the neurosciences, mental health or a related biomedical, social, or behavioural area;
- Experience and proven expertise in process and project management;
- Experience working in a research funding organization or in an administrative capacity in a research performing organization, and knowledge of running research competitions, including the peer review process;
- A solid understanding of the methods, approaches, and limitations of research;
- An appreciation for and understanding of the collective role that biomedical, clinical, translational, health services, and population health research play in advancing research discoveries and translating outcomes into products, practices, and policies that improve the lives of Canadians.

Key skills

- Mastery of database, grant management and office software, including Microsoft 365 Products;
- Positive attitude, highly motivated, and a team player;
- Extremely well organized and diligent;
- Superior attention to detail;
- Excellent interpersonal skills, able to deal calmly and effectively in high-pressure situations;

- Excellent written and verbal communications skills in English, with French an asset;
- Ability to create clear policies, Requests for Applications, and responses to enquiries;
- Ability to communicate brain research in lay terms;
- Ability to consolidate statistical information;
- Problem-solving skills and creativity;
- Ability to work autonomously;
- Ability to work under pressure, meet tight deadlines and cope with rapidly changing scenarios;
- Ability to work outside normal office hours as needed, and to travel occasionally.

Priority will be given to candidates that can work in both official languages.

Brain Canada is an equal opportunity employer that offers a dynamic work environment and attractive compensation and benefits. To apply for an open position, please send your cover letter and resume to careers@braincanada.ca. We thank you for your interest in joining our team.

Candidates are encouraged to apply promptly as they will be considered on a rolling basis until the position is filled.

Thank you for your interest, however only candidates invited for an interview will be contacted.