



**MANAGER, RESEARCH ADMINISTRATION  
(Exempt | Full-Time)**

**About CURE**

Citizens United for Research in Epilepsy (CURE) is the leading non-governmental agency fully committed to funding research in epilepsy. CURE’s mission is to find a cure for epilepsy, by promoting and funding patient-focused research. CURE has raised more than \$50 million to enable research on epilepsy worldwide.

**Position Summary**

The Manager, Research Administration position is onsite at the Chicago headquarters office and provides integral support for the Research Program by managing all incoming grant applications, contracting, reporting, payments and other administrative functions. This position plays a critical role liaising between the Research Team and Communications, Finance, and Development departments. In addition to the grant programs, the Research Administrator coordinates and administers several other programs within the Research department and is a key point-of-contact for various committees and external partners.

This position reports to the Chief Scientific Officer. Limited travel is required.

**Job Specifications**

Type	Minimum Requirement
<b>Education &amp; Training</b>	Bachelor’s degree in Neuroscience or other Biology-related discipline. MS degree in Neuroscience preferred.
<b>Experience</b>	1-3 years’ experience in research grant administration.
<b>Special Knowledge, Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Demonstrated evaluation, planning, coordination, organization, and problem-solving skills with ability to think both strategically and tactically to achieve goals and objectives.</li> <li>• Excellent verbal and written skills to effectively communicate all aspects of CURE research process.</li> <li>• Experience working with governmental funding agencies and/or other sources of revenue including venture capital entities and industry partners.</li> <li>• Poise, compassion, creativity and integrity coupled with an ability to earn the confidence of a wide range of internal and external constituents.</li> <li>• Successful experience working with staff, affiliates and volunteers to ensure an integrated, organized effort, as well as goal-oriented accomplishments.</li> <li>• A team mentality and an interest in the success of colleagues.</li> <li>• Highly skilled in MS Office and other computer applications including word processing, presentation and spreadsheet software.</li> <li>• Experience with Grants Management software, e.g. ProposalCentral</li> <li>• Excellent interpersonal skills and a collaborative management style.</li> <li>• Budget development and oversight experience.</li> <li>• Ability to gather, analyze and summarize information including numerical and financial data.</li> <li>• Outstanding organizational skills and attention to detail.</li> <li>• Entrepreneurial spirit toward advancement of science.</li> <li>• The ability to work effectively with other staff and to follow approved CURE procedures and policies.</li> </ul>

## **Key Responsibilities**

- Manage the grant administration process, including grant program launches, evaluation of completeness of applications, coordination of awards, execution of contracts, regular reports and verification of payments. Ensure the process is as efficient and effective as possible, propose and implement changes as needed.
- Assure the accuracy and integrity of the grants database, entering data in a timely fashion and reviewing regularly.
- Work with Finance to manage the processing and tracking of Grants and Grant payments, coordinating efforts as needed.
- Track and report pre-identified metrics on the grant portfolio and the grant administration process to internal and external constituents.
- Ensure accuracy of financial reports from grant awardees.
- Respond to general research program questions received by phone/email on a timely basis.
- Communicate grant timeframes, milestones, and payment schedules to appropriate CURE staff.
- Verify presentation and accuracy of grants-related programs and FAQs on the website.
- Ensure accuracy of research communications, track, schedule and coordinate with Communications to execute.
- Work closely with Development and Communications staff on the Named Grants Program coordinating information, reports and ensuring key deadlines are met.
- Serve as point-of-contact for the scientific and lay reviewers including assigning applications for review, ensuring all members are notified of review teleconference dates and times, and communicating funding outcomes of review process.
- Administer CURE's conference/workshop support program including sending application materials upon request, receiving applications, ensuring review by internal team, communicating decisions, and executing payment.
- Administer CURE's seminar series support program, including drafting and circulating request for applications, receiving applications, notifying applicants, and assisting each selected site host with coordination of seminar details.
- Staff CURE exhibit booth at industry conferences ensuring all required materials are sent in advance and returned appropriately.
- Maintain awareness of advances in the field of epilepsy research.
- Assist with planning meetings and teleconferences, providing onsite support as requested.
- Assist with other administrative aspects of the Research department as requested.

**All interested applicants should submit a resume and cover letter to [Resumes@CUREepilepsy.org](mailto:Resumes@CUREepilepsy.org) with "Manager Research Administration" in the subject line. Due to the large interest in working with CURE, we are not able to take phone calls or personally respond to emails. Potential candidates for open positions will be invited for an interview.**

*The preceding description is not designed to be a comprehensive listing of all duties and responsibilities required of the Manager, Research Administration.*

*CURE is an Equal Opportunity Employer. CURE is committed to recruiting and maintaining a diverse staff; individuals from all backgrounds are encouraged to apply. CURE does not discriminate on the basis of race, color, ethnicity, religion, gender, sexual orientation, national origin, disability, age, marital status, veteran status, pregnancy, parenthood, or any other basis prohibited by applicable law.*