

Type 1 Diabetes Deputy Program Director Job Description

Application Deadline: Open Until Filled

The Leona M. and Harry B. Helmsley Charitable Trust aspires to improve lives by supporting effective nonprofits in a variety of selected areas. For more information on the Trust and its programs, please visit the website, www.helmsleytrust.org.

Position Summary:

The Helmsley Charitable Trust seeks a full-time, experienced Deputy Program Director to work closely with and report to one Trustee and the CEO. S/he will be responsible for managing the day-to-day responsibilities of the T1D Program, which includes all program activities as outlined in the program's strategic plan as well supervising six-seven staff members. The Deputy Program Director will also execute program strategy for an evolving and innovative program addressing next generation questions in diabetes care, research, treatment and prevention. S/he may also work with other program teams at the Trust on matters relating to health and research. The position is based in New York City. Some travel will be required.

Responsibilities:

The Deputy Program Director will work in close collaboration with the T1D Program Director to develop, implement and manage a multi-million dollar grants program. Primary responsibilities include providing intellectual and organizational leadership in:

- Supporting the design and implementation of the program's multi-year strategic plan, which includes new initiatives;
- Translating strategic decisions into operational plans and providing oversight;
- Managing the daily administrative needs of the program;
- Supervising program staff;
- Developing and maintaining relationships with grantees, external stakeholders and sector leaders;
- Identifying and evaluating the viability of funding opportunities and proposed projects; and
- Creating impact through the dissemination of knowledge.

Essential Duties:

Program Development:

- Contribute to the development and implementation of a long-term strategic plan.

- Supervise staff to achieve and maintain effective and efficient processes for grant due diligence, approval and life-cycle management.
- Manage the program's internal and external relationships and resources to ensure execution of the strategic plan, particularly as it relates to budget and program goals.
- Keep current on new funding opportunities and initiatives within similar health and medical research organizations by developing and maintaining relationships through targeted networking.
- Collaborate with staff, consultants, other funders and external organizations to identify and assess as well as develop and manage requests for funding.
- Contribute to and oversee the execution of relevant events, meetings and symposia that further program development goals.
- Provide written and oral summaries of grant proposals for Senior Management and Trustees.

Monitoring, Evaluation and Dissemination:

- Manage and contribute to the development of the program message as part of the Trust's overall communications strategy including all collateral materials and press releases.
- Work with staff and consultants to evaluate and disseminate results of program and projects.
- Provide regular reports to Trustees regarding program progress.
- Represent the Trust's T1D Program and publicize program strategy and results.

Other:

- Work in close collaboration with Senior Management to create and implement the Trust's grant policies and procedures.
- Establish organization-wide knowledge management to promote value across the Trust.
- Cultivate a collegial and team-oriented work environment including fostering productive working relationships across Trust programs.
- Participate in Trust-wide projects as necessary and perform other projects and responsibilities as assigned.

Experience and Qualifications:

- Bachelor's degree required. Master's degree or higher preferred in a health-related field.
- Extensive experience—over 7 years—at the Director, Vice President or Senior Management level with a proven track record of successful program management, preferably with experience in nonprofit grant-making.
- Knowledge of and experience in biomedical research with an understanding of the autoimmune and stem cell landscape, including familiarity with the various stakeholders.
- Industry background and experience with early stage and translational research and development desired. Medical device experience a plus.
- Extensive experience managing multiple priorities effectively.
- Exceptional strategic thinking and problem solving, including a track record of predicting and planning for the future in a fast-paced and evolving environment.
- Demonstrated ability to exercise independent judgment and initiative.

- Strong written and verbal skills.
- Ability to work closely with Trustees and colleagues in a collaborative environment.
- Ability to cultivate and maintain effective relationships with grantees, consultants and other stakeholders.

Application Process:

Send résumé (in Word or PDF format) with salary history and cover letter describing your interest and qualifications to jobs@helmsleytrust.org. Include “Type 1 Diabetes Deputy Program Director” in the subject line. Only those selected for an interview will be contacted.