Program Officer for Scientific Research

M.J. MURDOCK CHARITABLE TRUST

Supporting scientific research is central to the vision of the Murdock Trust. Since 1975, the Trust has granted approximately $218 million in support of scientific research at 64 private and public colleges, universities, and biomedical research institutions across the Pacific Northwest. The Scientific Research team at the Trust processes and administers grants through a variety of programs that support research projects in the natural sciences, engineering, and medicine, including major scientific research instrumentation, commercialization initiation, and new faculty start-ups. In addition, the Trust offers enrichment programs and conferences that build capacity in the scientific community across our region.

POSITION SUMMARY
As a member of the Murdock Trust Grants Team, a Program Officer is responsible for implementing the strategic and operational objectives of the assigned sector, and performing grantmaking activities, including reviewing and analyzing applications, writing funding recommendations and monitoring grant performance. This exempt position is located at our office in Vancouver, Washington and is eligible for hybrid work after an initial onboarding period.

EXPERIENCE AND EDUCATIONAL REQUIREMENTS

- Minimum of 5 years of experience in sector related field; non-profit leadership experience strongly preferred.
- Progressively responsible management of complex projects and people, in assigned sector.
- Bachelor's Degree in the Sciences is required. Demonstrated continuous learning and professional experience is preferred, which may be reflected in additional education including a master's degree or higher.
- Demonstrated experience in the areas of non-profit management, non-profit financial health and readiness, governance, policy, and program design and delivery strategy.
- Experience with practices, procedures, and policies for effective grantmaking preferred.
- Demonstrated technical acumen; proficiency with workplace technology including but not limited to Microsoft suite; experience utilizing grantmaking technology such as Fluxx, an equivalent grants database, etc., preferred.

Salary Description
$115,000-$128,000

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