

20 October 2020

Drummond Foundation Research Grants Coordinator

Qualifications:

The successful candidate will be autonomous and accustomed to working and reporting in a not-for-profit environment. Previous administrative experience is essential; experience in working in an academic or research setting with a focus on aging would be an asset. The coordinator needs to be bilingual and technologically capable with an ability to write minutes of meetings and reports.

Responsibilities:

The coordinator will oversee the administration and functioning of the Request for Application (RFA) Process for awarding grants each year according to a timeline starting in January including coordination with the Research Grants and Community Donations Committee of the Board of Directors and the Scientific Advisors. The Coordinator will schedule and convene meetings of the Donations Committee as required and will report on a monthly basis to the Committee.

Administering the RFA submissions process will include: posting the RFA on the Foundation website; sending the RFA to institutions across Canada; communicating with potential applicants, their affiliated institutions and answering their questions; receiving, organizing and evaluating Letters of Intention and Research Proposals for review; finding and ensuring the engagement of reviewers for the second phase of applications and managing the review process. As funded projects are completed, they need to be followed up for final reports.

Responsibilities of the Coordinator also include representing the Foundation, together with a Board member, at conferences and colloquia and preparing an executive summary report of these to the Board. Preparation for the Annual General Meeting of the Board will require writing reports and presentations and some assistance in summarising Community Grant requests.

Working conditions:

Reporting to the Research Grants and Community Donations Committee Chair of the Drummond Foundation and collaborating with the Foundation's administrator Cairnmont Inc., the Coordinator will work from four to twelve hours per week, depending on the stage of the RFA Process. The Foundation's office facilities, secretariat and boardroom are available as support.

Interested candidates are invited to send a covering letter and curriculum vitae to the
Drummond Foundation at
office@drummondfoundation.ca