

HIRING PROGRAM MANAGER FOR NONPROFIT RESEARCH INSTITUTE

ABOUT NEW HARVEST

New Harvest is a research institute that accelerates innovation in cellular agriculture. We build the research pipeline that enables knowledge and talent generation in the field. As the nonprofit hub connecting cell-based food startups to academic research, New Harvest brings long-range vision to the space and addresses the fundamentals necessary to elevate the discipline. We support work that is not funded by traditional sources, either because the research is too early stage for industry or because it lies outside the parameters of existing government grants. Our targeted funding is designed to yield effective new biotechnologies for the production of cell-based foods. By funding open science, we directly address the intellectual property-inefficiency that occurs when pre-competitive research is conducted by private companies and excluded from the public domain.

JOB DESCRIPTION

You will have the responsibility for facilitating and coordinating all activities for the research fellowship program. This is a newly created role for New Harvest and is tasked to coordinate and support the research team's multi-faceted fellowship programming utilizing relevant project management tools, as well as providing administrative oversight and day-to-day management of the program. You love research but love helping others do important research even more and manage and prioritize multiple concurrent projects. You work both independently and collaboratively with members of the research team and other key members of the organization.

You are excited about shaping a newly created role within a young and fast-moving organization and are committed to the development, continuous iteration and innovation within the Research team and the organization. You enjoy thinking strategically about what is needed for research to be useful, relevant, and accessible and enjoy providing project management and support.

This position reports directly to the Research Director. The role is full-time and based in New Harvest's Boston office in Cambridge, MA.

Responsibilities

- Plan meetings, workshops, Lab Meets (3-day weekend research retreats for distributed team of ~15) and seminars
- Conduct introductory conversations with potential fellowship applicants and manage New Harvest's grant/review process
- Serve as lead point person for prospective students pursuing the field of cellular agriculture
- Manage the implementation of academic workshops, collaborating with researchers and events
- Provide project management support to research initiatives and lead weekly distributed group meetings over Slack
- Collaborate with researchers and the communication department on planning and timing for engagement
- Develop a strategy and systems for organizing protocols and sharing ongoing results and publications from New Harvest Research Fellows
- Share New Harvest's mission and research goals to a broader audience through speaking opportunities and conversations
- Provide non-judgmental guidance, support, and suggestions to New Harvest Research Fellows in terms of protocols, potential collaborators, and new directions, as needed
- Develop and manage volunteers/interns as needed to manage specific or ongoing tasks
- Foster a spirit of collaboration, openness, and excitement around cellular agriculture within the community and beyond!

Qualifications and Skills

- Graduate-level education with 3+ years PhD-program work in related field with hands-on laboratory experience
- Technical, practical understanding of laboratory practices and academic culture
- Strong written and oral communications skills, especially related to science communications
- Good group interaction and people management skills
- Ability to foster a collaborative working environment, encouraging the integration of others' ideas
- Demonstrated record of initiative, problem solving, and adaptability
- Strong listening, communication, and collaboration skills
- Effective diplomatic skills, good judgment, and discretion
- Strong writing and editorial skills
- Strong analytical and organizational skills
- Proficiency in Microsoft Office, Google Suite, and workflow and project management tools
- Some experience in a nonprofit, government, or philanthropy a plus!
- Knowledge of/experience in tissue engineering is a plus!

PRACTICAL CONSIDERATIONS

- **This position is located at the New Harvest Boston office in Cambridge, MA** and may allow for some telecommuting at the discretion of the Research Director.
- You must be eligible to work in the United States. New Harvest is unable to sponsor visas at this time.
- You will be offered a benefits package including health insurance and unlimited vacation.

TO APPLY

Please submit the following materials as (1) PDF document via email to research@new-harvest.org by Tuesday, August 20, 2019:

- Cover letter explaining your background for this role and your interest in working with New Harvest
- CV and/or resume
- Two work references – lab mates (same lab and/or collaborating lab), coworkers, subordinates, research mentors, research mentees, and managers are all welcome! Feel free to suggest others! Please list names, phone number, relationship, and email

Applications will be reviewed on a rolling basis, and the position is considered open until filled. Please feel free to contact research@new-harvest.org with any questions about the position. Questions about the opportunity or process will not reflect negatively on your application.

Applications for first round consideration must be received before EOD August 20, 2019. Priority will be given to applications received before EOD August 20, 2019, and for applicants who can begin in the fall.

The work and well-being of New Harvest is strengthened by the diversity of our network and our differences in background, culture, experience, national origin, religion, sexual orientation, and much more. We are committed to making certain that a wide array of perspectives are heard and that our research is publicly available. We welcome applications from people of color, women, the LGBTQIA community, and persons with disabilities.