Program Manager, Graduate School of Biomedical Sciences

An exciting opportunity is available for a Program Manager to join the Graduate School of Biomedical Sciences at Sanford Burnham Prebys Medical Discovery Institute to help foster the next generation of outstanding biomedical scientists. This new position is a unique opportunity to conceive and develop new programs that will sustain the Institute’s education and training legacy and contribute to the success and reputation of the Graduate School of Biomedical Sciences.

With a current steady state of 30 Ph.D. students, the Program Manager will be an integral member of the Graduate School team. The Program Manager will serve in a key role to establish our approach to ensure future sustainability, create an outreach strategy to support long-term goals and develop resources to support the recruitment and retention of current and future graduate school students. This position will report to the Director of the Office of Education, Training and International Services and work closely with the Dean of the Graduate School.

Duties & Responsibilities:

Student Retention and Program Sustainability

- Identifies funding opportunities and authors grant applications and technical reports to foundations and other funding sources to support programs and program activities, including outreach and pipeline programs
- Develops and maintains funding resource database with fellowship/funding opportunities for graduate students
- Identifies and communicates opportunities to both faculty and students
- Builds and maintains relationships with local biotech/pharma companies and identifies potential internship opportunities for grad students
- Leads collaborative partnerships with the Philanthropy department and provides program information as needed to support fundraising efforts towards program sustainability

Recruitment

- Develops and implements recruiting strategy:
  - Identifies and attends appropriate recruiting fairs/activities
  - Manages prospective student prospect lists
  - Maintains communication and builds relationships with prospective students
  - Supports student recruitment, new student selection process, and onboarding of new students

Communication and Outreach

- Develops and manages outreach programs to support goals:
  - Cultivates pipeline programs including summer science programs and grant-funded pipeline programs, with a focus on underrepresented minority populations
  - Establishes alumni engagement strategy and identifies opportunities to provide alumni with educational and career development resources
  - Identifies additional opportunities for engaging populations that align with GSBS strategy
• Leads collaborative partnerships with the Communications department and provides graduate student and graduate program information as needed to support development of outreach/recruiting materials
• Develops content for and maintains the internal and external GSBS webpages to meet established goals related to alumni, recruitment, sustainability, and accreditation
• Manages social media presence to meet established goals related to alumni, recruitment, and sustainability
• Maintains alumni database of SBP graduate students
• Participates in OETIS programs and events as assigned

Ideal Candidate Profile:

The ideal candidate will bring a strategic approach to developing programs and contribute novel ideas to lay the groundwork in developing a multi-year approach. As a self-starter, this individual will have strong project management skills, able to see both the big picture and understand the details and will have demonstrated ability of overcoming obstacles to achieve results.

We seek an individual who is a strong collaborator and communicator who is comfortable promoting the benefits of graduate education to students, faculty and other internal and external partners. Our ideal candidate will be a strong writer, and preference will be given to those that have experience developing marketing or recruitment materials and strategies as well as those who have experience managing the social media presence of a program or department. The preferred candidate will have experience communicating the importance of science and the value of STEM education and educational programs to both scientific and non-scientific audiences.

Individuals who understand the unique issues faced by underrepresented minority and international populations are highly desired. An individual with knowledge of how biomedical research education programs are funded would also be preferred.

Required Experience:

• Bachelor’s degree in the biomedical sciences, education, or another relevant discipline required; Master’s degree preferred
• Minimum three years of experience working in higher education; A PhD in a STEM discipline may be accepted in lieu of experience
• Experience working with and developing programs for high school and/or undergraduate students
• Experience writing grants and/or funding proposals
• Experience working with various levels of higher education departments/programs, including deans, faculty, administration, students
• Experience working with biomedical/STEM-related programs, specifically for pipeline development towards PhD attainment, is preferred

Sanford Burnham Prebys Medical Discovery Institute (SBP) is an independent nonprofit research organization that blends cutting-edge fundamental research with robust drug discovery to address unmet clinical needs in the areas of cancer, neuroscience, immunity, and metabolic disorders. The Institute invests
in talent, technology, and partnerships to accelerate the translation of laboratory discoveries that will have the greatest impact on patients. Recognized for its world-class NCI-designated Cancer Center and the Conrad Prebys Center for Chemical Genomics, SBP employs more than 1,100 scientists and staff in San Diego (La Jolla), California, and Orlando (Lake Nona), Florida.

SBP takes pride in offering a competitive benefit program that provides flexibility for the diverse and changing needs of our employees. We recognize that benefits are an important part of an employee's total compensation package. Most employees scheduled to work 30 or more hours per week are provided high quality, dependable benefit options for themselves and their immediate family. We offer a variety of benefits including: medical, dental and vision insurance, a 403(b) voluntary retirement savings plan, paid holidays, sick and vacation time, an onsite cafeteria discount as well as discounts for other attractions.

Sanford Burnham Prebys Medical Discovery Institute is an Equal Opportunity employer – M/F/Veteran/Disability – committed to the hiring, advancement and fair treatment of all individuals. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, or any other protected status as designated by federal, state or local law.

Please apply online at https://www.sbpdiscovery.org/about/careers?jobID=219254 and include a cover letter with your resume.