

**JOB DESCRIPTION**

**Position Title:** Program Officer

**Department:** Crohn’s Disease

**Reports to:** Program Director

**FLSA Status:** Exempt

**Organization**

The Leona M. and Harry B. Helmsley Charitable Trust (“Helmsley”) aspires to improve lives by supporting exceptional efforts in the U.S. and around the world in health and select place-based initiatives. Helmsley strives to make a meaningful impact in its focus areas, matching its significant financial assets with a rigorous and results-oriented approach. Helmsley is committed to close and productive partnerships with its grantees, as well as with other funders and impact players in government, academia, and the private sector who share its interests and goals. Above all, Helmsley endeavors to be forward-thinking in every aspect of its work, and will take risks that others cannot or will not take when the risk/reward trade-off warrants.

Since 2008, when Helmsley began its active grant making, it has committed more than $2 billion. For more information on Helmsley, please visit [www.helmsleytrust.org](http://www.helmsleytrust.org).

**The Crohn’s Disease Program**

Helmsley’s Crohn’s Disease Program, which made its first grant in 2009, is committed to finding cures, and until then to improving quality of life and care for people with Crohn’s and finding better treatments for Crohn’s disease. To date, the program, which has rapidly become the largest private foundation funder in Crohn’s disease, has awarded over $450 million to scientists and clinicians across the globe. As part of our strategy, we have built and continue to develop a portfolio of grants focused on prevention, diagnosis, therapy, and disease management. We are now seeking to strengthen our focus on the underlying biology of Crohn’s disease, aiming to identify intervention points for novel targeted therapies, and wish to recruit a Program Director Officer to lead this effort.

For more information on the Crohn’s Disease Program, please visit [www.helmsleytrust.org/programs/health-crohns-disease](https://helmsleytrust.org/programs/health-crohns-disease).

**Duties and Responsibilities**

The Helmsley Charitable Trust seeks a Program Officer (PO) to directly support the Crohn’s Disease Program Director within an evolving grant portfolio and to be responsible for designing, executing, and evaluating grants and programs focused on elucidating biologic mechanisms that underlie the disease.

The PO will assist the Program Director to develop, implement and manage a multi-million dollar annual grants program. Primary responsibilities include providing intellectual and organizational leadership in:

* Designing and implementing new initiatives within the Crohn’s disease biology focus area;
* Sourcing new projects and facilitating due diligence;
* Evaluating proposals;
* Monitoring a growing program and grants portfolio; and
* Creating impact through dissemination of knowledge.

In addition, the PO will be responsible for managing an existing portfolio of grants. Overnight travel will be required. Essential duties include:

* Working with the Program Director to design, develop and implement the Crohn’s disease Program’s strategic plan and funding agendas.
* Managing the program’s grants through each grant life-cycle including grant application, due diligence, implementation, evaluation, and providing technical support to applicants and grantees.
* Working with grantees to track progress on grants and outcomes.
* Preparing concise and analytical grant recommendations to Trustees.
* Supervising program support staff as needed and managing the administrative duties related to this responsibility.
* Effectively communicating information about the Crohn’s disease program and Helmsley’s mission to target audiences.
* Contributing to program development by organizing site visits, meetings, and symposia that further the development goals of the program.
* Collaborating with colleagues in cooperative approaches to grantmaking.
* Performing other duties as assigned.

**Desired Qualifications**

* Completion of a doctoral degree in biomedical research, bioinformatics, or related field;
* Three to five years of relevant postdoctoral experience in academic, industry, governmental, or nonprofit sectors preferred;
* Experience in IBD/Crohn’s disease or immunology preferred;
* Experience in working in multi-center collaborations and with large datasets preferred;
* Strong written and oral communication skills with the ability to translate concepts succinctly to diverse stakeholders and audiences;
* Proficiency reviewing and managing budgets;
* Must be detail-orientated and have strong interpersonal skills;
* Excellent organizational and time management skills, including the ability to manage priorities on projects with multiple collaborators;
* Demonstrated ability to exercise independent judgement and initiative, prioritize, and accurately complete multiple tasks, and work under deadlines and changing priorities;
* Proven track-record of working effectively in a team-oriented environment; and
* Ability to travel domestically and internationally.

**Application Process**

The position is based at Helmsley’s main office in New York City. Only those selected for an interview will be contacted. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. To apply for this position, please submit a cover letter, resume (in Word or PDF format), via the link http://www.helmsleytrust.org/jobs-helmsley.

*The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.*