**The Pershing Square Foundation**

**Program Coordinator**

**New York, New York *(in-person)***

**About The Position**

**Title:** Program Coordinator

**Reports to:** President

**Position Summary**

The Pershing Square Foundation (PSF) seeks a highly-organized and mission-driven Program Coordinator to support its life sciences grant portfolio, including the [Pershing Square Sohn Cancer Prize](https://pershingsquarephilanthropies.org/initiatives/programs/PSSCRA) and the [MIND Prize](https://pershingsquarephilanthropies.org/initiatives/programs/mind-prize), and its associated events.

The ideal candidate will have excellent written, analytical, and administrative skills. The position requires a strong attention to detail, high aptitude for managing logistics, and healthy comfort with multiple moving parts. The successful candidate will bring a can-do spirit and contribute positively to the culture of our small and entrepreneurial organization.

The Program Coordinator plays a vital role in the day-to-day operations, administration, and execution of programming for the Life Sciences portfolio, which will include but is not limited to event logistics, grants administration, database maintenance, programming, and scheduling with grantees, board members, and scientific reviewers.

This is a full-time, in-person role based in Manhattan, New York, with the option to work remotely one day per week. While schedules are generally predictable, the nature of the role requires a level of flexibility and responsiveness beyond typical work hours during periods of increased activity or critical need.

**Core Responsibilities**

*Program Administration & Grantmaking Operations*

* Assist in the programmatic activities of PSF’s life science initiatives, including the Pershing Square Sohn Cancer Prize, MIND Prize, and growing women’s health research program.
* Schedule all meetings relevant to the Life Sciences portfolio, including review meetings, board meetings, and events. Effectively manage the calendar for the program team.
* Maintain the SM Apply grant application system, grants management and all life science contacts in database (GivingData).
* Prepare grant payment forms and collaborate closely with the in-house accounting team.
* Communicate clearly and professionally with external stakeholders and respond to program-related inquiries in a timely manner.
* Ability to support remote team members through clear, timely communication, comfort with digital collaboration tools, and a proactive approach to anticipating needs across time zones.
* Additional duties or tasks, as required.

*Board & Event Logistics*

* Schedule and prepare for scientific board meetings; coordinate with internal and external stakeholders to plan meetings and other board activities with minimal scheduling conflicts. Assist in the creation, collection, management, and circulation of presentations and relevant materials to the board prior to meetings. Test technology ahead of meetings and take minutes or track action items as needed.
* Coordinate all aspects of internal and external events, such as board dinners, scientific retreats, team off-site meetings, and award dinners. This includes scheduling, booking venues, drafting and sending invitations, managing invitation lists, managing the menu and décor, A/V, day-of logistics, etc. Will include working some nights for events.
* Process invoices and scientific board member expense reports. Manage travel arrangements for scientific board members and guests.

*Communications & Digital Coordination*

* Work with senior team to coordinate communications, including annual filming of life science grantees, which includes scheduling and logistics support.
* Support senior staff in updating, copyediting, and coordinating dissemination of press releases, publications, newsletters, and digital communications, including MIND Prize and Cancer Prize social media pages.

**Qualifications**

* Bachelor’s degree required.
* Minimum of two years’ work experience in a professional office setting (e.g., operations, program management, communications, events, coordination, executive support, or related).
* A passion for life sciences, research, and/or non-profit work; a scientific background is not required.

**Key Skills**

* Exceptional attention to detail and organizational skills
* Excellent verbal and written communication skills
* Self-directed and proactive; able to multitask and juggle multiple projects
* Experience planning and executing meetings and large events (150 guests)
* Strong interpersonal skills: maturity, courtesy, tact and patience; an energetic and dedicated team player with a sense of humor and the ability to remain calm under pressure
* Tech savvy with proficiency in Microsoft Office, Zoom and Windows OS
* Ability to thrive in a fast-paced, entrepreneurial environment on a small team

**Additional Qualifications/Skills**

* Familiarity in grantmaking platforms and/or CRM databases, or the ability to learn quickly; specific experience with GivingData or SM Apply a plus
* Familiarity with scientific concepts preferred but not required
* Previous philanthropy/family office experience preferred but not required

**Compensation**

PSF offers a salary range of $80,000-$110,000, commensurate with experience, and a competitive benefits package.

Interested candidates, please email a cover letter and resume to Peyton Mayer (pmayer@persq.org) with “Program Coordinator – Life Sciences Application” in the subject.

**About The Pershing Square Foundation:** The Pershing Square Foundation (PSF), is a New York-based family foundation with the mission to bet on innovative leaders solving humanity’s big societal, environmental, and health challenges. Pershing Square Philanthropies, the umbrella that encompasses all of our giving, has committed more than $930 million in grants and social investments in target areas including health and life science, education, economic development and social innovation. <https://pershingsquarephilanthropies.org/>.

*The Pershing Square Foundation is an equal opportunity employer and does not tolerate unlawful discrimination in its employment practices. The company considers applicants based on qualifications and without regard to race, color, sex, religion, national origin, genetic information, citizenship, age, disability, or any other protected status under applicable federal, state, or local law.*

**About the Pershing Square Sohn Cancer Prize**: The Pershing Square Sohn Cancer Prize, an initiative of the Pershing Square Sohn Cancer Research Alliance, annually provides early-career greater New York area-based scientists the freedom to take risks and pursue their boldest research at a stage when traditional funding is lacking. In the quest for cures, the Prize accelerates the collaboration between academia and industry. Prize winners each receive $250,000 a year for three years.

**About the MIND Prize:** The MIND (Maximizing Innovation in Neuroscience Discovery) Prize supports and empowers early-to-mid-career investigators to rethink conventional paradigms around NDDs. Modeled after the Pershing Square Sohn Cancer Prize, the MIND Prize catalyzes interdisciplinary approaches and facilitates collaborations across academic departments and institutions. It fuels the groundbreaking research that will accelerate our understanding of NDDs at every level. Prize winners each receive $250,000 a year for three years.