

The Pershing Square Foundation

Program Manager, Life Sciences

New York, New York

About The Pershing Square Foundation: The Pershing Square Foundation (PSF), a New York-based family foundation, supports exceptional leaders and innovative organizations that tackle important social, health, and environmental issues and deliver scalable and sustainable impact. For more information, visit: <http://www.pershingsquarefoundation.org/>.

About The Position

Title: Program Manager, Life Sciences

Reports to: President

Position Summary

PSF is seeking a Program Manager, ideally with a PhD or scientific background. The successful candidate will bring their scientific expertise to support the foundation's life sciences portfolio and a desire to contribute positively to the culture and knowledge of our small, entrepreneurial organization. Previous philanthropy/nonprofit experience preferred but not required.

Core Responsibilities

- Lead efforts to identify and follow through on networking opportunities with potential grantees, academic and non-academic institutions (including biotech and start-up endeavors), investment organizations, and other non-profits.
- Support existing partners; review scientific reports and conduct site visits to monitor progress.
- Screen incoming funding requests from organizations/scientists, including reviewing (or triaging for review) proposals/financial documents as well as scientific due diligence. Analyze and summarize proposals with recommendations for next steps.
- Provide feedback and connections to entrepreneurial grantees trying to start new for-profit ventures. Help grow burgeoning life science investment portfolio as well as industry connections.
- Alongside the President, engage in strategic planning for current (cancer and neuroscience) and new initiatives in the life sciences portfolio. Conduct research landscape analyses for areas of interest.
- Aid in communications efforts, particularly translating scientific projects for a lay audience. .
- Develop additional scientific programming, including special initiatives.
- Represent PSF at network events to generate additional connections for entrepreneurial programming and increase connections, especially within New York City.

Qualifications

- PhD in life sciences (open to a variety of different disciplines)
- Demonstrated understanding of, and/or experience in, life science and academic research
- Excellent communicator with impeccable verbal and written skills and proven ability to handle sensitive and confidential information appropriately.

- Highly organized and detail oriented; able to manage and prioritize multiple tasks and deadlines simultaneously.
- Strong project management skills and strong sense of personal initiative.
- Ability to thrive in a fast-paced entrepreneurial environment.
- Ability to synthesize and summarize information/concepts/proposals

Additional Qualifications/Skills

- Lab experience required
- Experience with start-up or entrepreneurial ecosystem a plus
- Experience in non-profit preferred
- Proficiency with Salesforce and grantmaking software

Compensation

PSF offers a salary range of \$90,000-\$140,000, commensurate with experience, and a competitive benefits package.

Interested candidates, please email a cover letter and resume to Peyton Mayer at pmayer@persq.org with "Program Manager Application" in the subject.

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.