Scientific Programs Manager

Remote (U.S.-based) | Full-Time
Reports to: Chief Scientific Officer

About Dravet Syndrome Foundation

Dravet Syndrome Foundation (DSF) is a U.S.-based national nonprofit organization dedicated to accelerating research, advancing clinical care, and supporting families impacted by Dravet syndrome. DSF is a recognized leader in epilepsy research, strategically investing in high-impact science to drive meaningful improvements in patient outcomes.

Position Overview

Reporting to the Chief Scientific Officer (CSO), the Scientific Programs Manager is a strategic, detail-oriented scientific professional who thrives at the intersection of research, operations, and mission-driven impact. They bring a strong background in biomedical science - preferably in epilepsy, genetics, neuroscience, or rare disease.

They can translate complex science into clear, compelling communications for families, donors, and stakeholders, while collaborating effectively across finance, development, communications, and advocacy teams. Above all, they are mission-driven and motivated to advance meaningful progress for individuals and families impacted by Dravet syndrome.

Key Responsibilities

Research Portfolio & Grant Management

- Assist the CSO in the implementation and management of DSF's research grant program and research strategy, in alignment with organizational priorities and budget oversight
- Monitor grant milestones, reporting requirements, and fund disbursements in partnership with finance
- Track research outcomes, impact metrics, and return on investment

Scientific Partnerships & Strategy

- Assist the CSO with the coordination and management of DSF's research grant program

- Draft or edit scientific content for blogs, newsletters, and presentations
- Represent DSF at scientific meetings and advisory discussions, as designated by the CSO

Scientific Communication & Development Support

- Convert complex scientific findings into clear, engaging summaries tailored for patients, families, donors, and other non-scientific audiences
- Assist in the creation of research-focused materials, including posters, presentations, slide decks, and educational resources
- Draft, review, and maintain accurate scientific content for the organization's website
- Translate research progress into accessible updates and reports for families, supporters, and key stakeholders
- Partner with the development team to provide scientific context and framing for grant proposals, donor communications, and fundraising materials
- Contribute to impact reporting and help articulate the strategic value and return on research investments
- Collaborate cross-functionally with advocacy, fundraising, and communications teams to ensure scientific priorities are consistently integrated into organizational messaging and strategy
- Support preparation of scientific briefings and materials for funders, advisory committees, and the Board of Directors

Qualifications

Required:

- Advanced degree (PhD, PharmD, MD, or MS with significant experience) in neuroscience, genetics, pharmacology, public health, or related field
- 3–7 years of education and/or experience in biomedical research, translational science, or research program management
- Demonstrated experience managing projects
- Strong written and verbal communication skills
- Exceptional organizational and analytical abilities

Preferred:

- Experience working within a nonprofit or foundation environment
- Familiarity with epilepsy, rare disease, and/or genetic disorders
- Experience coordinating scientific grant review processes
- Comfort engaging with biotech/pharma partners

Desired Attributes

- Mission-driven with commitment to Dravet syndrome impact
- Strategic thinker who values measurable outcomes
- Detail-oriented with operational discipline
- Collaborative team member, comfortable working across departments

Compensation & Benefits

- Competitive salary of $85,000-$115,000 - commensurate with experience
- Monthly health stipend
- Retirement contribution
- Flexible remote work environment
- Meaningful opportunity to shape the future of Dravet syndrome research