



We are looking for an enthusiast and dynamic person to fill the position of Grant Manager at the Pediatric Research Institute (IRP) in Padua.

## **CONTEXT**

The Pediatric Research Institute (IRP) is an excellence center in pediatric medicine and research. Its six top research programs are focused on pediatric oncology, regenerative medicine, nanomedicine, genetic and rare diseases, immunology, and predictive medicine.

The Institute adopts a unique multidisciplinary approach that blends ideas from biomedicine, bioengineering, biochemistry and materials science.

It also strives to promote cooperation with national and international university hospitals and research institutes, to provide high-level training in pediatric research to students and researchers, to foster innovation and technology transfer, and to facilitate dialogue with the public through conferences and educational activities.

## **ROLE**

The primary role of the Grant Manager is to develop strategies to scout new funding opportunities and grants, steward existing relationships with foundations, and cultivate potential new foundation supporters.

The Grant Manager must support IRP scientists to build high quality, persuasive proposals and reports and help to meet all application, renewal, and reporting criteria.

In addition, the Grant Manager will be in charge of IP managing at the institute working both with IRP scientists and outside partner to develop and maintain IRP IP portfolio.

## **MAIN TASK AND RESPONSIBILITIES**

- Scouting of new funding opportunities (National, European and Worldwide) in the framework of the key research lines of IRP.
- Dissemination of new funding opportunities to the IRP community (preparing summary fact sheets of new call for proposal to be internally disclosed).
- Lead grant proposal development/submission—preparing and organizing material for proposals, submitting and monitoring grant applications. The grant manager will provide active support in all the administrative and legal matters related to the project, budget implementation and interaction with the funding agency.



- Maintain grant compliance and reporting, including outcome measurement and grant budgets—taking responsibility for meeting high standards of effectiveness, timeliness, and completeness. The grant manager will support young and senior IRP researcher in the management of funded projects (administrative queries, interim and final reports; timesheet).
- Develop and Oversee IRP IP strategy.
- Work with IRP scientists to assess patentability of new inventions; assist in drafting and reviewing related invention disclosures
- Review and approve IP expenditure.

### **REQUIREMENTS and MAIN SKILLS**

- Bachelor's degree in the bio-medical field.
- Experience in fundraising, R&D, grant writing or grants management.
- Strategic and scientific thinking and a hands-on mentality. Ability to work under pressure and respond to deadlines.
- Ability to thrive in an entrepreneurial, team-oriented, and mission driven environment.
- Persuasive writing skills experience as well as superior editing skills, including ability to convey complex information in a clear manner to a diverse audience.
- Administrative skills with the ability to set priorities and manage multiple tasks under minimal supervision in effective and efficient manner.
- Self-motivated, ability to work autonomously, and as part of a diverse team working remotely.
- Good computer skills (Microsoft Office).
- English fluency.

### **LOCATION**

This position will be based at the Pediatric Research Institute (IRP) in Padua.

### **APPLICATION PROCEDURE**

Submit your application via e-mail to [dir.scientifica@irp.cds.org](mailto:dir.scientifica@irp.cds.org), including:

- 1) Your CV;
- 2) Motivation letter (max. 1 page) describing how your experiences relate to what is required of the position.



Fondazione  
**ISTITUTO DI RICERCA  
PEDIATRICA**

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Skype interviews.

On-site interviews are expected to take place between September 10th and 14th.

For inquiries, contact:

[dir.scientifica@irpcds.org](mailto:dir.scientifica@irpcds.org)