Manager Strategic Partnerships and Special Projects

The American Federation for Aging Research (AFAR) is a national non-profit organization based in New York that supports and advances pioneering biomedical research that is revolutionizing how we can live healthier and longer. For nearly four decades, AFAR has served as the field’s talent incubator, providing more than $181 million to close to 4,200 investigators at premier research institutions nationwide. A trusted leader and strategist, AFAR also works with public and private funders to steer high quality grant programs and interdisciplinary research networks. AFAR-funded researchers are finding that modifying basic cellular processes can delay—or even prevent—many chronic diseases, often at the same time.

They are discovering that it is never too late—or too early—to improve health. This groundbreaking science is paving the way for innovative new therapies that promise to improve and extend our quality of life—at any age. Learn more at www.afar.org or follow AFARorg on Twitter and Facebook.

AFAR is seeking a motivated, energetic, and experienced Manager of Strategic Partnerships and Special Projects to manage the National Program Office for the Clin-STAR Coordinating Center. This individual will also provide oversight to a newly established registry and biorepository, manage a groundbreaking clinical trial, and organize new and exciting scientific meetings, events and special projects.

Responsibilities

- Manage the National Program Office of the Clin-STAR Coordinating Center, a five-year NIA-funded initiative to establish a multi-faceted and highly-networked national platform that organizes activities and provides resources for the cultivation, connection, and synergy of clinician-scientists in aging research from disparate specialties across the US. by providing administrative support and overseeing execution of activities developed by the Executive Committee, Cores and Academic Resource Centers. Responsibilities include but are not limited to organizing annual meetings, webinars, evaluations, pilot grant review, managing data base, overseeing communications and maintaining a website.

- Oversight and coordination of special projects and initiatives, as required, including:
  - Centenarian Registry - a public-private coalition to develop the world's largest centenarian family registry and biorepository for systematic investigation of healthspan and exceptional longevity in humans.
- TAME Trial - The Targeting Aging with Metformin (TAME) Trial, a series of nationwide, six-year clinical trials at 14 leading research institutions across the country that will engage over 3,000 individuals between the ages of 65-79.

- Develop and maintain strategic alliances with leading organizations, researchers, and institutions in academia, government, and industry; focusing on key scientific questions and critical issues centered on aging research and geroscience.

- Strategize and execute awareness building activities for AFAR to increase the organization’s national and global presence.

- Work with the grant department on developing partnerships for AFAR’s federal grants.

- Expand AFAR’s portfolio of workshops and conferences.

**Minimum Qualifications:**

- Master's degree in Gerontology, Public Health, or Health Sciences or Master’s degree in Business Administration or Non Profit Management.
- Three (3) to five (5) years related non-profit experience.
- Candidates will be located in commuting distance of the organization’s headquarters in New York City for a mixture of in person and remote work.
- Candidates will have a fundamental grasp of science and related terminology.

**Special Knowledge, Skills, and Abilities:**

Excellent interpersonal and problem-solving skills. Ability to prioritize and multitask. Ability to function independently with a high degree of self-motivation is essential. Organizational and team management skills are essential. Familiarity with federal grants a plus.

High proficiency with Microsoft products (word, excel, PowerPoint). Understanding of social media platforms and management and maintenance of websites.

Competitive salary and excellent benefits package.

**To Apply:**

Email resume and cover letter as PDF or Word attachments to info@afar.org. No phone calls please.

AFAR is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.