**🌟 We're Hiring! 🌟**

**Company:** MOST Policy Initiative, Inc.

**Position:** Science Fellows Program Manager  
 **Location:** Jefferson City, Mo.  
 **Type:** Full-Time

**Pay range:** $65,000-$70,000/year

**Position Summary**

The Science Fellows Program Manager will work directly with the Executive Director (ED) and Policy Fellows. This will be a leadership position that assists the ED with managing the team, overseeing internal research activities, and deliverables. The manager will provide professional development opportunities and mentor Policy Fellows to ensure MOST produces high-quality, accurate, comprehensive deliverables (Science Notes, legislative reports, etc.). The manager will assist the ED in managing the Policy Fellows, writing grants, providing organizational support, and strengthening relationships with legislators and executive agencies.

**Primary Responsibilities**

Fellow management

* Organize and facilitate Fellows' professional development and Orientation
* Assist with statewide travel and partner meetings
* At the discretion of the Executive Director, lead or co-lead team meetings.
* Supervise Policy Fellows
* Follow established organizational policies and procedures.
* Assist the ED with establishing and curating strategic partnerships with community leaders, other state fellowship organizations, media, lawmakers, and professional organizations and scientific societies as appropriate.
* Assist the ED in creating and presenting the annual budget and organizational goals to the Board.
* Oversee and manage research, reports, collaborative reviews, and science notes written by Fellows. Create and maintain relationships with state lawmakers and manage requests for science notes, testimony, and task force support.

Hiring

* Assist the ED and the board with identifying, interviewing, and hiring staff.
* Advise the ED on process improvements for fellow recruitment and retention.

Fundraising support

* Assist with fundraising plans and goals under the direction of the ED.
* Assist the ED with grant reporting and program officer meetings.
* Assist the ED in maintaining donor relationships and associated administrative responsibilities.
* Understand key revenue drivers and identify areas for improvement to the ED.

Other operations

* Assist the ED in identifying and implementing processes and management methods to increase ROI and workflow optimization while reducing expenses and costs.
* Follow and enforce organizational standards for deliverables, equity, and ethics.
* Establish processes that promote optimal and inclusive culture and teamwork, which may include overlap with professional development programming.

**Secondary Responsibilities**

* Prepare a monthly newsletter, as needed
* Analyze the organization's marketing and social media needs and make updates as needed, including MOST’s website.
* Assist the ED in managing and preparing for the annual year-end giving campaign, which entails building a donor site, identifying peer-to-peer partners, network communication and social media content.
* Host events and workshops that benefit the organization and its overall mission.
* Assist at any event, set up, meal, or fundraiser when needed.
* Other duties, as assigned.

**Knowledge and Qualifications**

* Exceptional writing and editorial skills, experience in peer review and/or giving constructive feedback on writing.
* Outstanding organizational, time management, and leadership abilities.
* Ability to present to and communicate with diverse audiences.
* Strong aptitude in reasoning, decision-making, and problem-solving.
* Demonstrated aptitude for organizing professional development and understanding of professional development needs of STEM PhD or equivalent degree holders as they transition to policy.
* Strong data analysis skills.
* Knowledge of grant writing and reporting requirements.
* Knowledge and ability to expertly use all MS Office suite.
* Working knowledge of the Missouri state government preferred.

**Experience and Education**

* Minimum of a Master’s degree; PhD or equivalent degree preferred.
* Minimum of two years academic research experience or similar work experience.
* Minimum of two years management or teaching experience or similar work experience.
* Grant writing experience preferred.

**Physical Requirements**

* Must be able to operate a personal computer.
* Must be able to communicate in a written manner.
* Must be able to hear and verbally communicate.
* Must be able to occasionally work long hours, as needed.
* Must have ability and willingness to travel.

**How to Apply:**

Interested candidates should submit their resume, and cover letter to [Robert@mostpolicyinitiative.org](mailto:Robert@mostpolicyinitiative.org).

**Application Deadline:** January 6, 2025