

STRATEGY AND OPERATIONS – Global Consortium for Reproductive Longevity & Equality

The Global Consortium for Reproductive Longevity and Equality (GCRLE) at the Buck Institute for Research on Aging is seeking a nimble and highly motivated individual to serve as **Strategy and Operations** expert for a recently formed worldwide consortium funded via the Bia-Echo Foundation. Our goal is to advance knowledge in the area of ovarian aging and innovate interventions to change the narrative around female reproductive longevity and equality.

GCRLE MISSION AND VISION

The Global Consortium for Reproductive Longevity and Equality is building the ecosystem for research on female reproductive aging. We want to understand what leads to reproductive decline in women and develop interventions to slow or reverse it. Through funding, collaboration, and innovation, we are accelerating the pace of discovery and informing the path to intervention. We are building a sustainable, impactful, and diverse research ecosystem to support the field by funding innovative, bold ideas and assembling an intellectual network of scientists in academia and biotech, thought leaders, ambassadors from all over the world to promote a collaborative dialogue about women, aging and health. We believe we can profoundly alter the societal balance toward equality for women by defining what leads to menopause and developing interventions to slow or reverse it for greater quality of life. Join us!

POSITION SUMMARY

Reporting to the GCRLE Faculty Director, the **Strategy and Operations** expert will provide comprehensive strategic, administrative, and analytical support to the Buck Institute, external advisory board, and affiliated faculty to carry out the specific aims and milestones for the consortium. Major responsibilities include executing grant-making and coordinating smooth communication between the GCRLE, the Buck Institute, the Bia-Echo Foundation, and partner organizations; assist in recruiting new researchers and institutions to join the GCRLE; and work with the Philanthropic Office to identify prospective funders (foundations, agencies, corporate sponsors, etc.).

There are responsibilities related to start-up mode of GCRLE, and responsibilities related to traditional operational mode of the Buck Institute. Prospective candidates should expect that the role may evolve and scale as the current vision adapts to best serve desired outcomes. A high degree of flexibility and willingness to roll up one's sleeves in a dynamic, small-team environment are essential.

KEY RESPONSIBILITIES

- Create landscape assessments and put into place policies and operational procedures to successfully achieve strategic pillars, including a strong commitment to diversity, equity, and inclusion.
- Present grant strategy and recommendations to the GCRLE Faculty Director, Buck Institute, and Foundation and keep them apprised of the current portfolio.
- Solicit and organize grant proposals with the goal of establishing and maintaining a portfolio of grantees receiving high level, multi-year support.
- Organize grant review process following GCRLE's guidelines to ensure transparent, fair, and unbiased outcomes.
- Maintain internal grant portal, files, including contact management, evaluations and metrics reporting.
- Work with the GCRLE Faculty Director, Buck Institute, and Foundation to oversee program budget and allocation.

- Develop and execute an evaluation feedback framework to measure outcomes and make improvements on GCRLE program design as needed.
- Assist with preparation of annual “Look Book” to showcase GCRLE progress.
- Organize and execute annual consortium-member conference.
- Maintain the GCRLE Network website and social media accounts and be the GCRLE social media champion, initiating, publicizing, and amplifying news, updates, and events, including GCRLE related highlights to publicize and amplify, for example, Grantee accolades, manuscripts, grants etc.
- Drive the effort to build a comprehensive database with relevant and updated information that will help build the field.
- Represent the GCRLE and the Buck Institute at conferences and gatherings and position us as the leaders in relevant associations and networks.
- Assist the Faculty Director in recruiting new researchers and institutions to join the GCRLE and working with the Philanthropic Office to identify and connect with prospective funders (foundations, agencies, corporate sponsors, etc.).

QUALIFICATIONS

- Advanced degree (PhD preferred) in any area of Biology, Neuroscience, Biochemistry, Chemistry or related field, with a record that demonstrates suitable preparation for the position
- 5+ years’ experience within a research or business setting
- In-depth knowledge of Aging Biology and/or reproductive biology, including both theory and practice desirable, or a willingness to learn the field
- Highly competent with writing and editing public-facing copy and persuasive communication as demonstrated by symposia presentations and research publications in peer reviewed journals as well as previous experience with press releases, web page content, marketing communication materials, and/or articles for corporate newsletters
- Proven experience in strategy, analysis, and program management
- Demonstrated commitment to diversity, equity, and inclusion
- Demonstrated supervisory, interpersonal, and conflict resolution skills to interface and coordinate professionally with a number of diverse internal and external contacts
- Grants Administration experience highly desirable
- Fluent in Microsoft Office programs and remote-capability technologies (Zoom, Slack etc.)
- Fluency in Wordpress highly desirable

APPLY HERE: <https://www.buckinstitute.org/careers/?p=job%2FoL8xffwp>

ABOUT THE BUCK INSTITUTE

Our success will ultimately change healthcare. At the Buck, we aim to end the threat of age-related diseases for this and future generations by bringing together the most capable and passionate scientists from a broad range of disciplines to identify and impede the ways in which we age. We are an independent, non-profit institution located in Marin County, CA, with the goal of increasing human healthspan, or the healthy years of life. Globally recognized as the pioneer and leader in efforts to target aging—the number one risk factor for diseases including Alzheimer’s, Parkinson’s, cancer, macular degeneration, heart disease, and diabetes—the Buck seeks to help people live better longer. We are an equal opportunity employer and strive to create an atmosphere where diversity of identity, experience, and background are welcomed, valued, and supported. Candidates who contribute to this diversity are strongly encouraged to apply. Learn more at: <https://buckinstitute.org/gcrle>