



Science Manager Job Description

Fall 2024

Evermore, a nonprofit dedicated to making the world a more livable place for bereaved people, is seeking a Manager of Science to build and manage its organizational capabilities to deliver on its mission.

Position Summary

As the Science Manager at Evermore, you will oversee the organization's scientific portfolio and support both high-level strategy and day-to-day operations. Key responsibilities include managing consultants, facilitating scientific discussions, consolidating research, and developing communication strategies to share findings with the public. Additionally, you will cultivate partnerships with academic and research organizations to advance Evermore's mission.

Your responsibilities will include:

- Assist in organizing and supporting scientific discussions, forums, and events that bring together experts and stakeholders in bereavement, advocacy, and related fields;
- Create opportunities for knowledge exchange and collaboration among researchers, policymakers, and practitioners;
- Consolidate existing research and data to provide insights;
- Ensure the scientific rigor and integrity of all research activities;
- Translate complex scientific concepts into accessible information for public audiences, stakeholders, and policymakers;
- Develop science communication strategies that make research findings more widely understood and impactful;
- Represent Evermore in public forums, conferences, and other outreach efforts to advocate for evidence-based approaches;
- Identify, develop, and manage strategic partnerships with academic institutions and research organizations;
- Cultivate collaborations that enhance Evermore's research capacity; and
- Ensure that partnerships are aligned with Evermore's mission and strategic priorities.

Qualifications

Required skills, experience, and attributes. Ideally, you have the following:

- Degree in science, public health, or social sciences.
- At least five years of work experience, including a background in managing scientific communications to the public and among academicians;
- A highly organized and detail-oriented work style with experience handling confidential and sensitive information;
- Proven experience in research management, science communication, or similar roles.
- Strong strategic thinking skills, with an ability to work on both high-level strategy and operational tasks.
- Strong project planning and project management skills, including the ability to manage multiple projects and competing deadlines;
- Excellent interpersonal and communication skills;
- Unabashedly attentive to the organization's values and drive.

Preferred skills, experience, and attributes. It's a big plus if you have the following:

- Experience working in small teams,
- Experience planning and managing program initiatives, and
- Experience working with scientific literature software.

Details: This position is based in the Washington, D.C. area, but we will consider candidates based in the U.S. who are near a major travel hub and can travel easily.

Contract: The contract range for this position is \$30-\$40 per hour for 20 hours a week. Compensation will be dependent on market factors and the candidate's professional experience and capabilities. This is a contract position (i.e., 1099), and no benefits will be conferred.

How to Apply:

Please visit www.evermore.org to learn more about our work. Submit your application to hello@evermore.org and include a cover letter that speaks to your interest in our mission. Please also let us know where you heard about the job.

Evermore is an equal-opportunity employer. We seek to recruit persons who reflect the diversity of the communities we work with and support their retention and advancement within the organization. Evermore encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, parental status, or veteran status.