



1521 I Street
Sacramento, CA 95814
www.projectapism.org

Job Description Research Manager

Project Apis m. (PAm)'s mission is to fund and direct research to enhance the health and vitality of honey bee colonies while improving crop production. Now 10 years old, Project Apis m. is in a significant growth phase. Since 2006, in collaboration with some of the top researchers, scientists, and institutions in the world, PAm has directed and funded groundbreaking research and created resources that inform beekeepers, growers, and the scientific community, infusing over \$6 million into 100+ projects. PAm is continuously working towards improving the health of the honey bee, seeking projects that respond to industry needs and have direct applications for stakeholders. In addition to research projects, PAm forage initiatives include Seeds for Bees and The Bee and Butterfly Habitat Fund, working with growers and landowners to replace crucial lost habitat.

Project Apis m. is seeking a Research Manager to work with the PAm team to ensure excellent communication with research team leaders, grantors and funders, beekeepers, growers, and other stakeholders. The Research Manager, working in partnership with the Executive Director, will be responsible for PAm's research program from end to end including RFP management, collaboration with PIs, support identification, implementation of research priorities, and establishing and maintaining partnerships with related bee industry organizations. A successful candidate will possess the awareness and ability to hold the research vision for PAm, supporting the creation and transfer of real, practical research that supports commercial beekeepers and honey bee health.

The Research Manager must maintain a full understanding of the funding and reporting process, and manage every part thereof. This includes RFP creation and communication, proposal management and deliberation, communication with PIs and funding partners, facilitation of PAm's Science Advisor Committee, and communication of research outcomes and findings to PAm's stakeholders including commercial beekeepers, growers and producers, bee research community, and agribusiness and corporate donors. They will organize current and past research projects, maintain the research calendar, and will be aware of all deadlines and important project dates.

Professionalism, organization, comprehension and synthesis of information, and clear communication are paramount to this position. The Research Manager must have the ability to review research documentation and translate into language and outcomes that are accessible and relevant for PAm's various stakeholder audiences. A background in the sciences and/or research is required.

Ideal candidates will be able to work both independently and as part of a team.

Specific duties include:



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- Writing RFPs for PAm as well as for partnering grantors and funders.
- Managing research funding inquiries and requests.
- Managing research proposal review process, documentation, and reporting
- Coordinating the Scientific Advisor Committee for reviews and awards process.
- Working with PAm's Board for proposal review and funding decisions
- Administering awards, establishing agreement terms, and managing contracts.
- Tracking progress and reporting of projects and relevant research outcomes.
- Facilitating funder management including: Reporting, audits, and relationship management.
- Partnering with PAm's Marketing Manager to communicate key findings and outcomes.
- Representing PAm's research programs to stakeholders (such as conference presentations).
- Conducting survey research information to maintain relevant research priorities.
- Supporting collaborations with partner industry organizations.
- Other duties as required.

Requirements:

- Bachelor's Degree in a scientific or research related field.
- Experience in applied sciences, agriculture, or research.
- Ability to work both independently and as part of a team.

Preferred Qualifications:

- 2-3 years of experience in grant management and/or scientific research.
- A Master's or advanced degree in a science-related discipline.

Salary and benefit compensation package: DOE

Please submit your resume, cover letter, and salary requirements to: sharah@projectapism.org.

Candidates that fail to provide these three documents will not be considered.

It is preferred that Candidates are located in the Salt Lake City, UT area but remote applicants will be considered

Position is open until filled, first review will take place on **July 24th, 2017**