



The American Society for Pharmacology and Experimental Therapeutics

Position Title: Awards Program Manager
Status: Full-time (37.5 hours/week), Exempt status
Date: May 26, 2022
Reports to: Director of Education

The American Society for Pharmacology and Experimental Therapeutics (ASPET) seeks an experienced Awards Program Manager for their portfolio of scientific awards, prizes, and related honors.

ASPET is a 4,000-member scientific society whose members conduct basic and clinical pharmacological research and work in academia, government, industry, and non-profit organizations. ASPET members conduct research leading to the development of new medicines and therapeutic agents to fight existing and emerging diseases.

ASPET's mission is to be the professional home for educators, students, researchers, healthcare practitioners, and others working to advance pharmacological sciences and increase the impact and influence of this scientific discipline.

Primary Function: Manages the society's portfolio of awards, including overseeing the full lifecycle of the awards from management of applications/nominations to the review process, award notifications, and payments. Ensures alignment of the Society's awards with its mission and vision, applying a particular emphasis on diversity, equity, inclusion, and accessibility.

Major Duties and Responsibilities:

- Manage ASPET's awards portfolio, including but not limited to the Scientific Achievement Awards, Division-Sponsored Awards, Travel Awards, Poster Awards, and the Fellows of the American Society for Pharmacology and Experimental Therapeutics (FASPET) program
- Set up and manage ASPET's awards application portal; serve as main point of contact for vendor (Open Water)
- Manage the call for applications and coordinate the promotion of the awards with ASPET's marketing and communications team; work with committees and other stakeholders to identify and encourage diverse nominations
- Communicate with applicants throughout the application and award process, including handling queries from potential applicants and communicating with winners to collect necessary materials
- Ensure that awards criteria are applied consistently and confirm applicants' eligibility
- Facilitate application review, including soliciting reviewers as appropriate and serving as liaison to all award committees (scheduling and booking meetings, keeping minutes, report preparation, management of committee composition)

- Oversee the award winner announcements in collaboration with the marketing and communications department; write and proof bios of winners; update ASPET website and news magazine (*The Pharmacologist*) as appropriate
- Serve as staff liaison for external vendors related to awards (plaque, medals, etc.)
- Assist with budget oversight for the awards
- Facilitate requests for the establishment of new awards
- Maintain demographic data on award applicants and recipients; track trends related to ASPET's strategic goals, in particular those related to diversity, equity, inclusion, and accessibility
- Communicate with ASPET Council and other leaders regarding awards data and outcomes
- Identify and document procedures, guidelines, and timelines for award processes and communicate such to relevant committee chairs, committee members, and staff
- Manage winner honoraria, travel reimbursements, and other prizes
- Work collaboratively with staff and member volunteers to ensure overall strategy for the awards portfolio is effectively achieved
- Other duties as assigned

Skills and Qualifications:

- Must have strong interpersonal skills, written and verbal communication skills, organization skills, attention to detail, and proof-reading skills
- Must have the ability to problem-solve, think creatively and strategically, meet deadlines, budgets, and prioritize multiple tasks and projects
- Must have the ability to interact professionally and collaboratively on a team
- Must have ability to work effectively with volunteer members and staff to accomplish strategic objectives, resolve problems, and make decisions that enhance organizational effectiveness
- Must be flexible and highly adaptable to take on new or changing priorities
- Must be adept at working with volunteers, especially volunteer committees
- Proficient with MS Office suite, and other computer skills
- Some travel is required

Education and Experience:

- 5+ years of experience working in program or awards management, preferably in an association or nonprofit organization
- Bachelor's degree required

Benefits

This position offers a competitive salary with exceptional benefits that include a 403(b)-retirement plan; paid time off; medical, dental and vision insurance plans; flexible spending account; life and short- and long-term disability insurance.

Location

This position is located in Rockville, Maryland and in walking distance to the Metro and on major bus lines. ASPET currently operates on a flexible work schedule with options for telework; some in-office time is required.

To Apply:

For more information and to apply, visit <http://www.faseb.org/employment>. **Please send a cover letter, resume, and salary requirements.**

Individuals with Disabilities:

If you need an accommodation to complete the application process, please contact FASEB's Human Resources Department at resumes@faseb.org.

To learn more about ASPET, please visit www.aspet.org

ASPET is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.