

## Scientific Communications Manager, SFARI.org

Launched in 2006, SFARI is a scientific initiative within the Simons Foundation's suite of programs. SFARI's mission is to improve the understanding, diagnosis and treatment of autism spectrum disorders by funding innovative research of the highest quality and relevance.

SFARI is seeking a scientific communications manager who will be responsible for developing and managing all content on SFARI's website (SFARI.org), as well as that of some related SFARI programs such as AutismBrainNet.org, to meet audience and stakeholder needs. The scientific communications manager will report directly to the editor-in-chief of SimonsFoundation.org, while working closely with members of the SFARI science team and leadership.

It is expected that the successful candidate will have a strong background in the life sciences — particularly neuroscience, genetics, developmental biology and/or other fields related to autism science — and be very familiar with the scientific and clinical research landscape. They will work with SFARI science team members and stakeholders to manage the creation and development of web content that reflects the mission and goals of the organization.

This is a full-time position based at the Simons Foundation's New York City offices. This position does not involve journalistic work for *Spectrum*, which is supported by the Simons Foundation but is editorially independent.

### ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Oversee the writing, editing, organization and maintenance of SFARI.org's content related to SFARI resources and cohorts, grantees, publications, projects and funding opportunities.
- Identify new content for SFARI news, meeting and workshop reports, Q&As and other avenues as needed.
- Manage an editorial associate and manage the work of freelance writers, editors and copyeditors, commissioning, editing and publishing this content.
- Oversee the production of SFARI's monthly newsletter.
- Work closely with the SFARI grants team to review and publish requests for application (RFAs) and related grant materials.
- Select suitable and brand-consistent images and artwork to accompany website content, newsletter and social media, and work with the foundation's communications team to organize and archive all multimedia.
- Build and maintain an editorial calendar for SFARI.org.
- Work closely with the foundation's editor-in-chief and web development team to guide and prioritize SFARI.org improvements and fixes, coordinate requests from program leaders and oversee the implementation of those requests.
- Work closely with SFARI's science team, as well as the foundation's events team, to prepare collateral for internal meetings, such as program books and slides.
- Manage SFARI's social media accounts.
- Perform any other duties or tasks as assigned or required.

## MINIMUM QUALIFICATIONS

### Education

- Master's degree in neuroscience, genetics, developmental biology and/or autism science or a related field. An advanced degree (Ph.D. or M.D.) is strongly preferred.

### Experience

- Three to five years of employment experience in scientific or research communications.
- A deep understanding of the scientific and clinical research process, including familiarity with academia, scientific publishing and/or scientific research institutions.
- Ability to tailor scientific content to different audiences who may have varying degrees of expertise and knowledge.
- Experience with Google Analytics and an understanding of how analytics tools can help to drive content development.
- Previous experience building and managing teams a plus.
- Familiarity with website content management systems, such as WordPress, and experience managing social media a plus.

### Related Skills & Other Requirements

- Must be fastidiously attentive to detail and committed to accuracy for a discerning scientific audience.
- Must be very well organized, able to multitask and to field simultaneous requests from various SFARI team members, with rigorous attention to clear and timely communication.
- Must be able to work collaboratively with editorial, technical and leadership teams.
- Excellent written and verbal communication skills, demonstrating command of the highest standards of written and spoken English.
- Flexibility to assist with other projects for the foundation as needed.

## REQUIRED APPLICATION MATERIALS

- Please submit a résumé and cover letter stating your interest in the position:  
<https://tinyurl.com/ScientificCommunications>

## THE SIMONS FOUNDATION'S DIVERSITY COMMITMENT

Many of the greatest ideas and discoveries come from a diverse mix of minds, backgrounds and experiences, and we are committed to cultivating an inclusive work environment. The Simons Foundation actively seeks a diverse applicant pool and encourages candidates of all backgrounds to apply. We provide equal opportunities to all employees and applicants for employment without regard to race, religion, color, age, sex, national origin, sexual orientation, gender identity, genetic disposition, neurodiversity, disability, veteran status, or any other protected category under federal, state and local law.