

## **Dana Fellows in Neuroscience & Society**

### **The Opportunity:**

The Dana Foundation seeks two Dana Fellows in Neuroscience & Society for two-year fellowships. These Fellows will have the exciting opportunity to assist in the planning, execution, management, and evaluation of Dana Foundation grants and other programmatic activities. They will be integral members of Dana's Neuroscience & Society program team and will routinely work with colleagues throughout the Foundation, including Foundation leadership. One Fellow will primarily support the work of the Dana NextGen program and the other will primarily support the work of the Dana Frontiers program. Each Fellow will report to the program lead, though there is extensive collaboration across the Foundation's three programmatic areas. These Fellows will join one additional Dana Fellow in Neuroscience & Society who supports the Dana Education program.

### **The Organization:**

The Dana Foundation is a private philanthropic organization dedicated to advancing neuroscience that benefits society and reflects the aspirations of all people. It explores the connections between neuroscience and society's challenges and opportunities, working to maximize the potential of the field to do good.

The Foundation pursues its mission through grants, partnerships, and field-building. These include funding grant initiatives under the Neuroscience & Society focus, including the Dana Center Initiative; organizational partnerships with the BRAIN Initiative Alliance and the Science Philanthropy Alliance to amplify work in the neuroscience and society space; experiential learning in partnership with organizations like The Leadership Alliance; workforce development through the Dana Career Network in Neuroscience & Society; and support of the Civic Science Fellowship program.

### **Responsibilities will include:**

- Survey relevant literature, models, innovative approaches, and other relevant information to identify trends and themes at the intersection of Neuroscience & Society
- Identify and maintain a roster of experts in various fields and areas of work relevant to neuroscience and society
- Survey the landscape of neuroscience and society initiatives to identify opportunities for programmatic work
- Participate in all stages of grant-making such as:
  - ideation and analysis to create and implement funding opportunities
  - researching different models of grantmaking and evaluation
  - convening occasional small roundtables of experts
  - working with applicants and grantees
  - reviewing applications
  - managing grants

- Work collaboratively across Dana programmatic areas as a thought partner with Dana Foundation program staff
- Work collaboratively with Dana Foundation communications staff
- Represent the Foundation at conferences, meetings, and other professional convening
- 10% of time will be spent on professional development activities, including coursework, networking, and training (approved and paid for by the Foundation)

**Qualifications:**

- Master's, Ph.D., or other advanced degree in neuroscience, science education, biology, psychology, engineering, philosophy, bioethics, sociology, science & technology studies, public health, health policy, medicine, law, or relevant field
- Postdoctoral or post-terminal degree work experience is desirable but not essential
- Strong alignment with the values of the Dana Foundation, including a demonstrated commitment to diversity, equity, and inclusion, particularly as it concerns underrepresented perspectives in neuroscience
- Ability to work as a member of teams consisting of both internal and external partners
- Ability to synthesize and analyze information and to report on findings in an efficient manner
- Excellent verbal communication skills, including the ability to clearly articulate purpose of meetings and other activities to potential participants
- Excellent written communication skills, particularly in drafting and editing a variety of materials with scientific content (letters, white papers, summary documents), as well as preparing presentations with scientific and programmatic content
- Attention to detail with strong documentation, workflow management, and organizational skills
- Creative approach to problem-solving with the ability to take advantage of emerging opportunities
- Proactive, with a strong work ethic and the ability to meet deadlines and understand priorities
- Ability to maintain composure under pressure with multiple tasks

**Additional details:**

- This will be a full-time, two-year fellowship
- The anticipated/desired start-date is November 2024
- The position can be full-time remote or hybrid in NYC area
- For remote workers, the Dana Foundation will support occasional travel to the Dana office in NYC
- The Dana Foundation will support occasional travel to scientific meetings/conferences
- The Dana Foundation cannot offer work visa sponsorship for this position at this time

**Application process:**

- Please submit a cover letter describing your qualifications, a brief bio (200-word limit), and your curriculum vitae to the Dana Foundation's Director of Human Resources, Pat Mangini: [hr@dana.org](mailto:hr@dana.org)
- The application deadline is Friday, July 5, 2024, at 5pm Eastern Daylight Time

**Benefits offered:**

- Group Medical, Dental, Vision, and Life Insurance: premiums paid by the Foundation
- Direct medical and gym reimbursement plans
- Short- and long-term disability, and Paid Family Leave: Short-term disability and Paid Family Leave funded by the Foundation
- Section 401(a) retirement plan: Non-contributory contribution of 15% of compensation up to the IRS statutory limit (eligible after six-months' employment)
- Section 403(b) savings plan: Voluntary plan
- Employee Assistance Program
- Education Assistance Program
- Professional Development Support
- Matching Gift Program
- Vacation and Holiday Leave: All employees are entitled to 20 vacation days, other than those hired during a calendar year who are entitled to one day vacation per each full month of work. Employees are also entitled to three personal days and 12 paid holidays.

**Salary range:**

The salary range for this position is \$84,000 - \$88,000.

The Dana Foundation is committed to inclusive hiring and diversity in its work and workplace culture. The Foundation provides equal opportunities to all applicants for employment and employees without regard to race, religion, color, age, sex, national origin, sexual orientation, gender identity and expression, neurodiversity, disability, or veteran status, in addition to all protected categories under federal, state, and local law. The Dana Foundation strongly encourages candidates of all identities, experiences, orientations, and communities to apply.