



The Pulmonary Hypertension Association of Canada ([PHA Canada](#)) is seeking an energetic leader with a passion for translating knowledge into action for the permanent, full-time position of **Manager, Research & Policy**. The ideal candidate will possess enthusiasm for scientific research and knowledge translation, superior analysis and communication skills, and the demonstrated ability to lead collaborative initiatives. A key player on our small, virtual team, this role requires the ability to work both independently and collaboratively while managing competing priorities in a fast-paced, nonprofit work environment.

Pulmonary hypertension (PH) is a serious and progressive disease affecting the arteries of the lungs that can lead to right-heart failure. PHA Canada exists to empower the pulmonary hypertension community through support, education, advocacy, awareness, and research. Working with and on behalf of the PH community, we aim to increase the visibility of this rare, potentially fatal lung disease and create a better life for Canadians affected by PH. Established in 2008, PHA Canada is a federally registered charity and has been accredited by the [Imagine Canada Standards Program](#) since 2015.

Working under the supervision of the Director, Strategic Initiatives, the *Manager, Research & Policy* is responsible for overseeing the strategic planning, execution, and assessment of knowledge translation and mobilization initiatives to strengthen and broaden PHA Canada's collaborations and impact among patients, researchers, healthcare providers, and policymakers.

Responsibilities:

- Works collaboratively with the leadership team to develop the annual operational plan to execute strategic priorities established by the Board of Directors
- Oversees the development, implementation, and evaluation of an annual work plan for all research and policy development initiatives
- Creates opportunities to use research results and engage staff, researchers, patient partners, and policymakers to improve health outcomes for people with PH
- Collaborates with the Manager, Marketing & Communication on the development of knowledge translation activities and tools that meet the needs of diverse target audiences
- Manages PHA Canada's medical committees, including event planning for medical meetings at the annual national conference
- Manages PHA Canada's research grant programs, including coordination with scientific reviewers and follow-up with recipients for the purpose of knowledge translation
- Represents PHA Canada at consultations and strategic meetings; provides input on implications of policies for the PH community
- Manages partnerships and collaborations with key stakeholders in PH patient care, education, research, and advocacy
- Supports volunteers and community members to participate in PHA Canada programs and to raise awareness of issues important to the PH community
- Manages designated staff and volunteers; provides daily support, coaching, and supervision
- Ensures staff and volunteers are recognized and appreciated for their contributions; provides leadership in the growth and development of the entire PHA Canada team
- Contributes to identifying and acquiring financial resources to grow and sustain mission-related programs and activities (i.e., grants, corporate sponsorships, etc.)
- Tracks data and analytics related to key performance indicators and provides monthly reports
- Assists in supporting community fundraising activities as required
- Collaborates with the staff team on volunteer and donor recognition as required
- Assists with administrative tasks (i.e., liaising with vendors) as required



Qualifications & Experience:

- Master's Degree in a related scientific field (i.e., life sciences, medicine, health, etc.) plus one or more years of relevant work experience (or an equivalent combination of education and experience) with a strong preference for candidates with knowledge translation training/certification
- Excellent verbal and written communication skills in English with a strong preference for candidates with a working knowledge of French
- Demonstrated success translating scientific/research-based knowledge for a lay audience
- Experience producing high-quality reports and presentations for diverse audiences
- Ability to work both independently and as part of a team
- Proficient computer skills – Microsoft Office, database systems, videoconferencing, etc.
- Willingness to travel across Canada to attend events, meetings, etc.
- Additional assets:
 - Experience managing complex projects, preferably at a national level,
 - Experience collaborating with healthcare system stakeholders, including patients
 - Experience in program planning, evaluation, and community engagement are assets

Compensation & Hours:

This is a temporary, full-time remote-work position of 37.5 hours per week. The salary is \$70,000 per year plus benefits. PHA Canada strives to provide a flexible and enriching work environment that provides opportunities for both professional development and work/life balance. Some irregular or additional hours—including during evenings or weekends—will be required; a flexible work schedule will be provided.

How to Apply:

Interested candidates are invited to submit applications to jobapplications@phaCanada.ca. **Applications must include both a resume and a cover letter outlining the candidate's interest in the position to be considered.** We thank all candidates for their interest, but only those selected for interviews will be contacted. Interviews will begin the week of July 8th. Applications will be considered until the position is filled.

PHA Canada is an equal-opportunity employer. Applications from members of visible and invisible minority communities are encouraged. Special consideration will be given to applications received from self-identified persons with disabilities/chronic illnesses.

APPLICATION DEADLINE: UNTIL POSITION IS FILLED