



The Pulmonary Hypertension Association of Canada ([PHA Canada](#)) is seeking an energetic leader with a passion for translating knowledge into action for the temporary, full-time position of **Research Capacity Building Project Manager**. The ideal candidate will possess enthusiasm for scientific research and knowledge translation, superior analysis and communication skills, and the demonstrated ability 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 Executive Director, the *Research Capacity Building Project Manager* is responsible for the effective planning, implementation, and evaluation of research initiatives aimed at advancing the care of patients and bringing us closer to a cure for PH. This includes empowering patients to drive the PH research agenda in Canada, improving coordination and collaboration among PH researchers, and increasing access to new sources of patient data.

Responsibilities:

- Works collaboratively with the leadership team to develop an 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 the *Research Capacity Building Project*
- Ensures activities and materials are well-aligned with PHA Canada's mission, strategic plan, and brand identity; assists staff, volunteers, and community members in adhering to established priorities and brand standards
- Leads knowledge translation activities and the development of educational/training content for the PH community; collaborates with the Manager of Community Engagement and the Manager of Support and Education to deliver educational/training content to the PH community
- Provides project management support to the Canadian PH Trials Network and other national PH research collaborations
- Oversees investments in Canadian PH research, including through the Canadian PH Registry and PHA Canada's PH Research Scholarship Program
- Provides leadership and support to volunteers and community members to participate in PHA Canada programs and to raise awareness of issues important to the PH community
- Ensures staff and volunteers are recognized and appreciated for their contributions; provides leadership in the growth and development of the entire PHA Canada team
- Tracks data and analytics related to key performance indicators and provides routine reports
- 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 two or more years of relevant work experience (or an equivalent combination of education and experience)
- Excellent verbal and written communication skills in English with a strong preference for a working knowledge of French
- Demonstrated success translating scientific/research-based knowledge for a lay audience
- Demonstrated ability to work collaboratively with volunteers and other stakeholders
- Experience managing complex projects, preferably at a national level
- Experience in program evaluation, training/teaching, and community engagement are assets
- 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.

Compensation & Hours:

This is a temporary, full-time remote-work position of 37.5 hours per week. The salary is \$65,000 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 September 12th. 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