



Job Posting Program Officer, Human Sciences

Location: Philadelphia metro area, Pennsylvania, USA

Department: Human Sciences (Programs)

Reports to: Director, Human Sciences

Salary: Competitive salary and benefits package based on qualifications and experience

Travel: Domestic and international travel as pertinent

Deadline: Applications will be reviewed on a rolling basis

Organization and Position

The John Templeton Foundation serves as a philanthropic catalyst for discoveries relating to the deepest and most perplexing questions facing humankind. We support research within disciplines ranging from astrophysics, evolutionary biology, and genetics, to philosophy, psychology, and economics. We encourage civil, informed dialogue among scientists, philosophers, and theologians, as well as between such experts and the public at large. In all cases, our goal is to spur curiosity and accelerate discovery. To catalyze such discoveries, we provide grants for independent academic research on a wide range of topics that relate to the Foundation's mission.

The [Human Sciences](#) department maintains a grants portfolio of more than \$70 million of projects around the world. The department supports basic and applied scientific research on a wide array of topics within the social, behavioral, cognitive, and health sciences, especially as they relate to human nature, human flourishing, and the scientific study of religion. Current strategic priorities include [health, religion, and spirituality](#), [religious cognition](#), the [science of character virtue](#), the [dynamics of religious change](#), and [intellectual humility](#). The Human Sciences department is particularly interested in building capacity and enthusiasm for neglected topics within the academy.

To advance the Foundation's mission and strengthen our team, the Foundation is seeking a Program Officer for Human Sciences. The Program Officer will work with the Senior Program Associate and the Director of Human Sciences to develop and commission new initiatives to advance the strategic priorities, recruit and review grant proposals, communicate with applicants and grantees regarding the application and review process, and collaborate with our evaluation team to determine the impact of our grants.

Areas of Responsibility

- Review and analyze grant proposals, prepare funding recommendations, monitor grant performance, and manage the Foundation's relationship with principle investigators.

- Develop and commission new ideas for grants and projects, including in collaboration with the Director, Human Sciences, and Vice President, Programs.
- Evaluate the performance of grants and grantees in conjunction with the Foundation's department of Planning and Evaluation.
- Contribute to the development and implementation of strategic priority plans.
- Communicate the mission of the Foundation both internally and externally, especially to researchers, academic institutions, and in related networking opportunities.
- Identify and communicate with other funding agencies whose goals overlap with the Foundation's interests in the human sciences.
- Organize and participate in conferences, workshops, and symposia relevant to the goals of the Human Sciences department.
- Participate in professional development opportunities.

Required Qualifications, Skills, and Abilities

- Graduate degree in the social, cognitive, behavioral or health sciences (Ph.D. preferred).
- At least three years of professional experience in a foundation or academic setting.
- A track record of excellence in writing and editing program-related content, proposals, papers, and presentations.
- Highly organized with strong analytical skills.
- Skilled communicator able to work collaboratively with scholars and members of the academic community as well as across internal departments in an interdisciplinary environment.
- Strong personal interest in the Foundation's mission.

Preferred Skills and Abilities

- A track record of scholarship in scientific study of religion and/or clinical research.
- Demonstrated interest in at least one of the department's current strategic priorities.
- Experience in interdisciplinary academic research.
- Ability to communicate with scholars and members of the academic community.
- Ability to build relationships and to maintain professional networks.
- Ability to understand the Foundation's mission and core themes.

Benefits

We are committed to caring for our employees and their families through exceptional benefits. We pay for 100% of employee medical, dental and vision premiums, and generously contribute to family premiums. We provide life insurance, short-term disability coverage and long-term disability coverage at no cost to employees. We offer a 401(k) retirement savings plan with an employer match and additional discretionary contributions. Paid time off includes generous vacation, sick, and personal days. The Foundation offers a unique donation program, enabling employees the ability to direct a \$5,000 donation to a mission aligned organization of their choice, with no employee donation required.

Location

The Foundation's offices are in West Conshohocken, PA, a short drive (~15 miles) from Philadelphia and within walking distance of a commuter train station into downtown Philadelphia. The offices are close to residential and commercial districts with multiple restaurants, as well as Philadelphia's Main Line suburbs where Villanova University, Bryn Mawr College and Haverford College are located. The surrounding area has many walkable communities with an affordable cost of living

and a robust variety of cultural and entertainment opportunities, including a vibrant food scene, five professional sports teams, world-class museums, galleries, gardens, and a broad array of music venues and other performing arts institutions. The offices are in close proximity to major highways, with New York City, the Jersey shore, the Pocono Mountains, and the heart of Pennsylvania's Amish country all within a two-hour drive. The offices also provide easy access to Amtrak's Northeast Corridor (making New York City or Washington, D.C. an easy day trip) and to Philadelphia International Airport, an American Airlines hub serving destinations throughout the U.S. (more than a hundred routes), Caribbean (a dozen routes), and Europe/MENA (more than twenty routes).

To Apply

To learn more about the role, or to apply, please visit www.templetoncareers.org.