

**Baszucki Group
Program Officer**

The Organization

Baszucki Group is a social change venture that directs resources toward the greater good through mission-driven investments that improve human health, governance and the health of our planet and its ecosystems. Launched in 2021 by Roblox founder and CEO David Baszucki and best-selling author Jan Ellison Baszucki, we leverage private giving, impact investing, advocacy, storytelling, and community building to drive foundational change.

Our primary objective as a philanthropy is to transform mental health outcomes through working at the intersection of metabolism and brain science. Beginning with bipolar disorder, we direct resources toward innovative research and treatments, with a particular emphasis on neurometabolism as a key driver of brain function. We hope to build a movement of numerous stakeholders in the fields of metabolic neuroscience and metabolic psychiatry to help address the world's mental health epidemic.

The Role

The primary responsibility of the Program Officer will be to work with the Managing Director, Neuroscience and the Director, Neuroscience in the management of science projects, capacity building projects and science advocacy projects. In this role, the Program Officer will cultivate relationships with current and prospective grant partners, clinical and research implementation partners, and the broader scientific and clinical community to drive forward Baszucki Group's mission of growing evidence, building capacity and engaging in advocacy around metabolic mental health. The candidate will work with the neuroscience team to develop and implement best practices and work products needed to maintain Baszucki Group's excellence in grantmaking, field-building, transparency and accountability. The Program Officer will have internal and external-facing responsibilities, working on a wide range of projects with key stakeholders. They will provide central coordination to support evaluation of scientific proposals, learning health system approaches, monitor grantee progress, and communicate results and impact with team members and external partners. The Program Officer will have a flexible, can-do attitude, a track record of accomplishment, be eager to work on a wide range of projects, and will enthusiastically embrace new challenges. They are a key member of a small and highly collaborative team committed to driving impact, continuous improvement, and a positive team culture with Baszucki Group and its affiliated family office. The Program Officer will report to the Managing Director, Neuroscience.

Responsibilities

Grantmaking and Monitoring

- Maintain positive and proactive communication with grantees and work with them to track the scientific progress and outcomes of grants
- Work with Baszucki Group's neuroscience team to develop and manage highly collaborative grantee and partner relationships
- Manage the program's grants through each grant life-cycle, including proposal submission, application review, due diligence, contracting/awarding, and progress reporting, in a timely manner
- Monitor scientific progress and track financial status of active grantees and science program, through receipt and review of progress reports, as well as outcome evaluations or other approaches
- Provide technical support to applicants and grantees as needed
- Help to identify barriers to access around metabolic therapies for serious mental illness and corresponding plans to address them
- Knowledge and ability to plan, create, implement capacity building initiatives that help to enable clinicians to use metabolic therapies in serious mental illness

Program Support

- Support the design and implementation process of the science program strategies and capacity building strategies, always with a patient-family centered mindset
- Organize and attend program-related meetings, symposia and relevant conferences
- Share program knowledge and expertise with colleagues and the founders of Baszucki Group, and programmatic work as needed

General responsibilities

- Utilize external partners and resources, such as consultants, contractors, and experts in communications, to support program functions and drive impact
- As appropriate, manage relationships with external stakeholders and advisors, including scientific experts, clinicians, and people with lived experience
- Travel, as needed, to conferences and meetings with grantees and partners
- Collaborate with colleagues across different functions at the Baszucki Group

Desired Competencies

- Strong background in science (MSc, MPH or PhD preferred) with a minimum of 3 years of experience in knowledge translation, implementation science, public health or health policy
- Ability to create and advance initiatives that seek to implement scientific evidence in clinical care setting
- Knowledge of or interest in metabolism, psychiatry, and/or bipolar disorder
- Organized, detail-oriented, and strong interpersonal skills
- Outstanding written and verbal communication skills for technical and lay audiences

- Demonstrated ability to exercise independent judgment and initiative, prioritize and accurately complete multiple tasks, and work under deadlines.
- Team player with a diplomatic, professional manner
- Ability to operate independently and balance multiple priorities in a fluid and fast paced environment

Key attributes

- Industrious, self-starting approach
- Entrepreneurial
- Collaborative
- Inclusive
- Flexible
- Hands-on
- Detail-oriented
- Discrete
- Sense of humor

Location

The Baszucki Group offices are located in San Mateo, California, and the role has the expectation of monthly in-person meetings. Additional travel is required to attend meetings and conferences. This travel will be split up across the team based on need, availability, and geography.

Compensation & Benefits

Baszucki Group, via its affiliated family office, provides a generous total compensation package that includes a competitive base salary and comprehensive benefits to support employee's life, health, and well-being. Offers are based on the candidate's skills, years of experience, and salary equity within our organization. Baszucki Group is committed to competitive salary and benefits, equity and inclusion, learning, training and professional development opportunities.

Our benefits package includes:

- Fully paid medical, dental and vision insurance for employees and their dependents
- Life insurance, short and long-term disability coverage at no cost to employees
- 401(k) retirement savings plan with match
- Generous PTO policy, 11 paid holidays, and soft winter shutdown
- Pre-tax flexible spending accounts for medical and childcare expenses
- Staff directed donation program
- Professional development opportunities

The starting salary range for this position is between \$170,000 USD and \$220,000 USD annually. The exact offer will be determined by a variety of factors, such as the candidate's individual skills, qualifications, and prior experience relative to the requirements of the role.

Employment is contingent upon a satisfactory background and reference check, which will include a credit and criminal report as well as verifications of employment and education records, in a manner consistent with applicable federal, state, and local laws. Please note that we will consider qualified candidates with criminal histories in a manner consistent with the law. Candidates must be legally authorized to work in the United States.

We are proud to be an equal opportunity employer. We consider all qualified applicants for employment, regardless of age, ancestry, citizenship or immigration status, color, disability, ethnicity, familial status, gender identity and/or expression, genetic information, marital status, national origin, race, religion, sex, sexual orientation, veteran status, or any other protected status.

Foundation Advisors, LLC has been retained to conduct the search for the Program Officer at the Baszucki Group. Brooke Rosenzweig, PhD, is leading this search.

To apply, interested candidates should email a brief cover letter (of no more than one page), and résumé to brooke@foundationadv.com