

# Position Title: **Research Funding Manager**



## Research Funding Manager

The **CaixaResearch Institute** is seeking a dynamic **Senior Research Funding Manager** to lead the development, submission, and other managerial aspects of competitive grant proposals.

In this pivotal role, reporting directly to the Director of innovation, you'll collaborate with top researchers and leaders to secure funding for groundbreaking projects, with a special focus on immunology. The selected candidate will be involved in shaping strategies, foster collaborations among internal and external stakeholder and help aligning funding opportunities with institutional goals.

### KEY RESPONSIBILITIES

- 1. Strategic Grant Planning:**
  - Identify and evaluate funding opportunities from public and private sources, ensuring alignment with the CaixaResearch Institute's research objectives and the relevant funding agencies (European Commission, Ministerio, Generalitat).
  - Develop innovative, customized grant acquisition strategies that empower Principal Investigators (PIs) to excel in their research ambitions.
  - Stay ahead of evolving funding trends and policies, particularly in immunology and related biomedical fields.
- 2. Proposal Development and Management:**
  - Oversee the full lifecycle of grant proposals, ensuring that they meet all funder requirements, deadlines, and formatting standards.
  - Collaborate with multidisciplinary research teams to craft compelling narratives that highlight innovation and impact.
  - Develop user-friendly support materials such as annotated templates and successful examples for PIs and their teams.
- 3. Capacity Building and Collaboration:**
  - Mentor and guide researchers in effective grant writing, budgeting, and compliance strategies.
  - Foster cross-disciplinary collaborations to maximize competitiveness for large-scale, multi-institutional grants.
  - Organize workshops and training sessions to enhance the institution's grant-writing capacity in collaboration with other areas of the institute.
  - Support to the Director of Innovation on participating in European networks, consortium-building activities, and funding platform meetings, occasionally requiring travel.
- 4. Data Analysis and Reporting:**
  - Track and analyse success rates, funding trends, and program outcomes to continually improve grant strategies.
  - Maintain up-to-date information in the corporate database about team activities, leads, campaigns and actions to carried out.

## QUALIFICATIONS AND EXPERIENCE

- **Education:** Advanced degree (Preferably Ph.D.) in a biomedical field, public health, or a related discipline.
- **Experience:** 8+ years of experience in grant writing, proposal development, or research administration in the biomedical or life sciences sector.
- **Skills**
  - Expertise in developing grant strategies for multidisciplinary biomedical research initiatives.
  - Strong knowledge of funding mechanisms, grant guidelines, and compliance requirements.
  - Writing, editing, and communication skills, with the ability to distil complex scientific concepts into persuasive proposals.

## WHAT WE OFFER

- **An Inspiring Mission:** Contribute to a new, innovative institute driving groundbreaking discoveries and being part of a team committed to advancing biomedical research with a focus on immunology's transformative potential.
- **A Supportive Culture:** Work in an inclusive environment that fosters collaboration, creativity, and innovation.
- **Professional Development:** Permanent position with a competitive salary along with a benefits package, and opportunities to grow your career through mentoring, networking, and specialized training.
- **Positive working environment:** Experience a supportive and inclusive culture that facilitates work-life balance and promotes collaboration among all employees.

## Application Procedure

Please submit the following documents to <mailto:jobs@caixaresearch.institute> with the reference REF2025/001:

- A **motivation letter** detailing your interest in the position and the institute.
- A **comprehensive CV** with your contact information.

# Personal Data Protection

## ADDITIONAL INFORMATION

### Data Controller

Fundación Institut de Recerca "la Caixa" (hereinafter, "Caixa Research Institute"), with Tax ID G-44983203 and address at Calle Isaac Newton 26, 08022, Barcelona.

### Type of Personal Data that will be processed (hereinafter, Personal Data):

- All data that you provide us when sending your CV, including all data contained therein.
- Any personal data that you may provide us, where applicable, during the processing and management of your application and during your potential participation in any Caixa Research Institute staff selection process.

You guarantee that you will only provide true and updated Personal Data.

### Processing for management purposes:

Caixa Research Institute will process your Personal Data to manage your application or, where appropriate, your participation in a selection process, all with the sole purpose of assessing the possibility of a contract or professional collaboration.

The processing of your personal data for this purpose is legitimised by the application of pre-contractual measures and, where appropriate, by the aim to conclude a contract (Art. 6.1.b. GDPR).

### Data storage:

If your application is successful, the Personal Data will be retained for the duration of the contractual relationship that is formalized, as well as during the legal limitation periods that are applicable, in accordance with the corresponding regulations. In this case, they will be processed for the sole purpose of proving compliance with our legal or contractual obligations. Once said limitation periods have expired, the data will be deleted or, alternatively, anonymized.

If your application is not successful, the Personal Data provided will be retained only during the selection process, as well as additionally for a reasonable period as long as your application may be interesting regarding other potential future vacancies, being deleted or, alternatively, anonymized, upon expiration of said period.

To obtain more information about the specific retention period of your Personal Data, you can contact our Data Protection Officer at the postal or electronic addresses indicated.

### Automated individual decisions:

Caixa Research Institute does not adopt decisions that may significantly affect you based exclusively on the automated processing of your Personal Data. All decision-making processes by our entity related with your application involve human intervention.

### Personal Data communication to third parties:

Caixa Research Institute will not transfer Personal Data to third parties without first obtaining your consent, it is indeed necessary for the execution of the contractual relationship itself, or unless the intervention of suppliers is required to provide a service to the corresponding party, as well as to Public Administrations and Spanish and

European Control Authorities in order to comply with the legal obligations to which Caixa Research Institute is subject at any given time due to its nature and activity.

#### **International data transfers:**

Caixa Research Institute may make international transfers of data to entities located in countries outside the European Economic Area, which guarantee a level of protection equivalent to the GDPR.

Likewise, our entity has hired internationally reputed professionals to provide evaluation services on projects and files, who may be located in third countries.

In addition, Caixa Research Institute may also contract services from technology providers located in countries outside the European Economic Area. In the event of contracting such services, such contracting would comply with all the requirements established by data protection regulations, applying the necessary guarantees and safeguards to the transfer of your Personal Data in order to preserve your privacy.

Exceptionally, your personal data may also be transferred to/with entities located outside the European Economic Area when necessary for important reasons of public interest and/ or in accordance with the provisions of the Spanish and European regulations to which the Caixa Research Institute is subject due to its activity.

For further information on the guarantees of your privacy or on the regulations that justify the possible international transfers of your data, you may contact the Data Protection Delegate at the postal and e-mail addresses indicated.

#### **Rights**

You can exercise your rights of access, rectification, erasure, portability, restriction and/or objection to processing at the postal or electronic addresses indicated.

#### **Data Protection Officer:**

For further information on the guarantees to your privacy, please contact our Data Protection Officer at the following address: Avenida Diagonal 621 – 629, 08028 Barcelona, or at the email address "[protecciondedatos@caixaresearch.institute](mailto:protecciondedatos@caixaresearch.institute)".

#### **Complaints:**

If you consider that the processing of your Personal Data breaches the regulations or this document, you may file a complaint:

- To our Data Protection Officer at the postal or electronic addresses indicated.
- Before the Spanish Data Protection Authority, on its website or to its postal address.