Research Careers at Foundations and Other Non-Profit Organizations

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What is a “Foundation”?

IRS Tax Code

- 501(c)3 – Religious, Charitable, or Educational purposes
- Private Foundations
  - Family/Independent Foundations
  - Corporate
  - Operating Foundations
- Public Charities
  - Organizations financed in large part by the public
- 501(c)4 – Social Welfare Organizations
General Foundation Functions

- Programs
  - Public Programs
  - Science
  - Marketing and Communications

- Management
  - CEO / ED
  - Operations / Finance

- Fundraising
  - Development / Fundraising
Finding and Researching Foundations

Watchdog sites:

Guidestar - [www.guidestar.org](http://www.guidestar.org)

BBB Wise Giving Alliance - [www.give.org](http://www.give.org)

Charity Navigator - [www.charitynavigator.org](http://www.charitynavigator.org)

Organization’s website

IRS 990

Annual Reports

Financial Statements
Finding Foundations that Support Research

Posters

Papers
Finding and Researching Foundations

High Level Overviews
- Names of Medical Advisors
- Their “pitch” -- what they think is important
- Flagship programs from prior year

Detailed Reports
- Income:Expense ratios
- Historical data
- Salaries of top employees
- Major donors
- Mission and program themes
  (including how much money goes to grants)
- Names of Board members
- Sizes of grants and recipients
- Foreign vs US grant making

“Red flags” – financial health
- Subsidiary or parent organizations
A Generalized Science Dept
Functional Roles

Leader

Extramural Research
- Program Officer
- Grants Manager

Partnerships Liaison
- Industry
- Key relationships

Internal Outcomes Liaison
- Marketing/Communications
- Development/Fundraising

Spokesperson
- Media
- Fundraising
- Advocacy

Champion of Yes
Matching your goals to your career

To whom do non profits appeal?
To whom would they not?
What makes a candidate competitive?
Approaching your first NPO job
(cast a broad net)

• Small vs Large Non-Profits?
• Resume is not abbreviated CV
  • Use a 1 page cover letter
  • You will end up with several resumes.
• This is a date, show you understand your date’s needs
  • Bring up only relevant skills.
  • Convince your date that you work in their area.
• Show more than a laboratory work.
  • Science Communications\Writing
  • Fundraising
  • Partnership management
  • Project management
Approaching your first NPO job
(cast your net)

- Show more than a laboratory work.
- Science Communications\Writing
  - Science writing
  - Science editing
  - Volunteer opportunities
- Fundraising
  - BCM development office
  - Volunteer roles with local philanthropy
- Lab skills
  - Create “Stakeholder manager” position in lab
    - Patient engagement
    - Partnership management
    - Plain Language Summaries
    - Be the safety net on stakeholder updates
Getting your foot in the door

(“fake it till you make it”)

• Interview
• Thank you notes remain important. Use it to reinforce your cover letter.
• Know the NPO lingo
  • Be familiar with the annual report, watchdogs, 990
  • Current trends:
    • FasterCures and
    • National Health Council
• Have a philosophy around your core skills
  • Science Communication talent
  • Project Management talent
Getting your foot in the door

(“fake it till you make it”)

• Interview
  • Have a philosophy around your core skills
    • Science Communication talent
      • Concise personal elevator pitch
      • Map your story onto a familiar narrative
  • Project Management talent
    • RACI and GANNT charts
Staying employed
(“face it till you make it”)

• Do a good job
• Be trustworthy
• Be a good communicator
• Be more than a coworker, be collegial
• Bring skills that would require two people to replace
• Balance preparing to stay vs preparing to go
• Network and collaborate, for the results, but also skills it brings
Arthritis is an umbrella term for more than 100 types of conditions.

You probably know someone with a form of arthritis.