

SEARCHLIGHT PARTNERS



POSITION: Program Manager, Neuroscience
LOCATION: Toronto, Ontario
POSITION DETAILS: Full Time, Permanent
REPORTS TO: Director, Neuroscience
WEBSITE: <https://hgwf.org/>

THE ORGANIZATION

The Hilary and Galen Weston Foundation (HGWF) empowers passionate leaders to build thriving communities and regenerate ecosystems, by nurturing innovation and scaling proven solutions to deliver transformative change. The Foundation supports a range of charitable work in: the environment, neurodegenerative diseases of aging research and care, youth opportunity, and humanitarian response. Based on recent strategic planning, approximately 25% of the Foundation's granting will be dedicated to neuroscience research and to programs supporting people living with dementia, and their caregivers.

The Foundation focuses on transforming treatment and care for individuals affected by neurodegenerative diseases of aging. It advances this vision by investing in innovative, high-impact projects that deliver meaningful improvements for individuals living with these conditions and their caregivers.

The Hilary and Galen Weston Foundation's neuroscience team also supports the UK-based Galen and Hilary Weston Foundation and shares information and expertise with the Weston Family Foundation.

THE POSITION

As the HGWF seeks to have a greater impact in the strategic areas that it supports, the newly created role of Program Manager will work closely with the Director, Neuroscience, enterprise teams, and external advisors, to conceptualize and deliver high-quality programs and manage a portfolio of grants. The role requires a combination of scientific expertise, operational rigor, and strong relationship management skills.

The Program Manager is responsible for overseeing grant portfolios, identifying emerging opportunities, and contributing to the development of new initiatives aligned with the strategic priorities of the Foundation. The role also supports the Foundations' broader operational effectiveness by ensuring rigorous processes, robust systems, and appropriate communications.

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The ideal candidate holds an advanced degree in a relevant field (e.g., neuroscience, biomarker or therapeutic development, brain health, clinical or non-clinical research) and brings experience in grant and/or project management.

RESPONSIBILITIES

Program Design & Delivery

- Contribute to the design and implementation of innovative neuroscience funding programs.
- Support the development and execution of formal calls for proposals, including timelines, guidelines, and review processes.
- Coordinate the review and adjudication of applications by collaborating with external subject matter experts and advisors.

Grants Management

- Manage a portfolio of grants by reviewing progress against milestones, appropriate financial stewardship, and achievement of intended outcomes. Monitor and assess impact of grants, ensuring alignment with program objectives.
- Draft and manage grant agreements and related documentation, liaising with legal counsel as needed.
- Facilitate and track grant payments and ensure alignment with approved budgets and timelines.
- Identify and implement process improvements to enhance the efficiency and effectiveness of grants management workflows.

Relationship Management

- Build and manage relationships with a diverse range of stakeholders, including grantees, advisors, collaborators, and internal colleagues.
- Plan and deliver convening activities (e.g., workshops, roundtables, webinars) to foster collaboration and knowledge exchange.
- Attend relevant events and conferences to enhance knowledge or represent the Foundation, as needed.

Communications

- Support the development of materials and agendas for Board meetings.
- Collaborate with the Director and Communications / Social Media team to develop clear and compelling external communications, including:
 - Website content
 - Press releases
 - Social media materials
 - Stakeholder communication

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Operations

- Proactively identify and implement improvements to grants management systems and operational processes.
- Support budget tracking, including monitoring grant disbursements against annual allocations.
- Implement and update the standardization of organizational templates and guidelines.
- Prepare high-quality meeting materials, including data summaries and visualizations.
- Provide general administrative and operational support as required.

CANDIDATE QUALIFICATIONS

- Advanced degree in neuroscience or a neuroscience-related field, such as; brain health, therapeutic development, lifestyle interventions, non-clinical and clinical research, or experiential equivalent.
- Minimum of 2 years of relevant experience in grant/program management. If the applicant does not hold an advanced degree, they must have a minimum of 4 years of relevant experience in grant/program management.
- Knowledge of the neuroscience landscape, including industry and research trends and opportunities in patient care for neurodegenerative diseases of aging.
- Experience in a family foundation or philanthropic organization is an asset.
- Demonstrated entrepreneurial acumen, capable of bringing new ideas from concept to implementation.
- Excellent written and verbal communication skills, with the ability to present complex information clearly.
- Strong project management, budgeting, and financial tracking skills.
- Analytical and problem-solving capabilities, with the ability to manage complexity and drive practical solutions.
- Ability to manage multiple priorities in a fast-paced environment with a high degree of independence.
- Highly proficient in Microsoft Office (Word, Excel, PowerPoint); experience with grants management systems (e.g., SmartSimple) is an asset.

CANDIDATE ATTRIBUTES

- Passion for improving the health and well-being of people.
- Strong organizational skills and attention to detail.
- Proactive and solution-oriented mindset, with the ability to take initiative.
- Excellent interpersonal skills with ability to build strong, respectful working relationships.

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- Demonstrates integrity, discretion, and professionalism.
- Ability to work both independently and collaboratively as a team-player.
- Adaptable and open to change and evolving priorities.
- Openness to feedback and continuous learning.

COMPENSATION

A competitive compensation package including base salary between \$76K and \$104K plus benefits, including an 11.25% Short Term Incentive Plan (STIP).

HOW TO APPLY

We invite candidates to apply by email with your cover letter and résumé no later than Sunday, September 27, 2026. Send to: WestonNeuroscience@searchlightpartnersgroup.com

The Hilary and Galen Weston Foundation is an equal opportunity employer committed to promoting a diverse and inclusive workplace. The HGWF knows that success depends on the perspectives and contributions of all its employees and that diverse backgrounds and experiences make the organization stronger.

If you are contacted for an interview by Searchlight and require accommodation, please inform us, so we can ensure you have an accessible candidate experience throughout the recruitment process.

All requests are confidential and used only to meet candidate needs.

We thank all applicants for showing an interest in this position. Only those selected for an interview will be contacted.