
Job Title	Program Director, IGNITE
PVN ID	MD-2509-007046
Category	Research
Location	CUNY SCHOOL OF MEDICINE
Department	
Status	Full Time
Annual Salary	\$140,000.00 - \$160,000.00
Hour(s) a Week	35
Closing Date	Nov 26, 2025 (Or Until Filled)

General Description

The IGNITE grant seeks a highly skilled Program Director to lead programmatic activities that advance the use of large-scale national data resources, collaborative convenings, and NIH-compliant research infrastructure. The Program Director will oversee day-to-day operations, coordinate with academic and community partners, and ensure timely reporting to NIH and other stakeholders. This leadership role requires demonstrated expertise in managing complex research initiatives and facilitating national collaborations.

Appointment & Reporting

The Program Director will serve as a senior administrative leader for the IGNITE program, reporting directly to the Principal Investigator. This is a full-time position with salary and benefits commensurate with experience and institutional policy.

Other Duties

Program Leadership & Coordination

- Provide strategic leadership and administrative oversight for the IGNITE program, ensuring alignment with the NIH All of Us Research Program's mission
- Coordinate cross-institutional collaborations, including national convenings, workshops, and conferences
- Develop and implement systems to support program goals, including timelines, deliverables, and evaluation metrics

Data & Research Infrastructure

- Direct use and integration of large national data sets, including the All of Us Research Program
- Oversee REDCap and Qualtrics data systems to support secure, high-quality data collection, management, and analysis
- Ensure compliance with NIH reporting requirements, data security, and responsible research practices

- Manage program milestones and proactively identify opportunities for researcher engagement and health research expansion
- Ensure budget management of the IGNITE grant and work with finance teams for timely submission of reports

Engagement & Dissemination

- Facilitate partnerships with investigators, community stakeholders, and national networks to advance IGNITE's mission
- Support dissemination of findings through publications, presentations, and community-focused reports
- Organize and manage national convenings, ensuring inclusion of diverse perspectives and dissemination of outcomes
- Conduct monthly workshops for 800+ national researchers, showcasing program capabilities and providing guidance to utilize the platform for research
- Coordinate a Biostats Core Program, linking biostatistical resources to early-stage investigators

Compliance & Reporting

- Lead preparation of NIH progress reports, Just-in-Time materials, and other required documentation
- Track, monitor, and report program outcomes in alignment with NIH and institutional standards
- Collect and provide metrics for NIH OT Mechanisms
- Monitor metrics to reach IGNITE and NIH milestones and goals
- Other duties as assigned

Qualifications

Education: Master's degree in Public Health

Experience:

- Demonstrated knowledge and use of the All of Us Research Program data set
- Expertise in research data management using REDCap and Qualtrics systems
- Proven experience in organizing and leading national convenings or large-scale collaborative events
- Strong understanding of NIH reporting, compliance requirements, and cooperative agreements
- Track record of effective project management, cross-disciplinary collaboration, and research dissemination
- 5 years of demonstrated expertise in collecting and providing metrics for NIH OT Mechanisms
- 5 years of demonstrated expertise monitoring metrics to reach NIH milestones and goals

Preferred Qualifications

- Experience mentoring investigators or teams in the use of large-scale data resources
- Experience leading large-scale NIH grants
- Strong communication and facilitation skills across academic, community, and policy audiences
- Record of publications, presentations, or national leadership roles in relevant fields