The Montreal Neurological Institute in the Faculty of Medicine at McGill University invites applications for an Academic Associate (Executive Director, Canadian Open Neuroscience Platform (CONP)).

Working closely with the lead Principal Investigator of the CONP, an 11 million Brain Canada Foundation grant, the successful candidate will oversee all logistical aspects of CONP activities, e.g.: generate policy/procedure documents, manage staff hired on CONP, establish and support CONP committees and working groups, manage operating budget, prepare progress reports for Brain Canada, liaise with CONP site administrators and international partners, coordinate the creation and implementation of an inter-disciplinary training program, write grant/funding applications as well as submissions of scientific articles/work to peer-review journals and other forms of media for knowledge dissemination, all in coordination with the open science framework of the MNI.

**Specific duties include:**
- Provide scientific, strategic and operational leadership within the CONP
- Work closely with the lead PI to define and implement overall scientific direction, research and training activities, strategic action plans, and priorities of the CONP
- Plan and manage the day-to-day operations of the CONP, and all scientific projects under its umbrella, ensuring project controls, accurate reporting, and accountability
- Liaise with the external scientific advisory board as well as Brain Canada and other national and international organizations
- Lead and participate in the writing of scientific papers related to the CONP
- Prepare scientific and financial reports to Brain Canada. Plan and manage the annual operating budget of 11 million, and prepare staffing plan
- Establish and support the CONP committees and working groups. Oversee their activities and responsibilities
- Coordinate project performance review process to measure and evaluate progress against established goals for CONP
- Identify and pursue financing opportunities in partnership with government, academic and corporate entities, including proposal preparation and grant writing
- Participate in the development of a communication strategy for the CONP
- Coordinate the organization of workshops, meetings and hackathons for the CONP
- Participate in the development of a long-term sustainability business plan and fundraising strategy for the CONP

This position is a contract position for three (3) years, with an automatic review performed after one year. The salary will commensurate with experience.

**Education/Experience**
The successful candidate must hold a graduate degree (preferably PhD in neuroscience) with demonstrated experience with teaching and training. Knowledge of Canadian (research) Neuroscience landscape and an existing network of relationships with key stakeholders; High level analytical and data processing skills; Highly motivated with a demonstrated ability to build constructive and effective relationships; Strategic judgment and efficiency; Advanced project management skills; Highly organized and proactive; Excellent interpersonal skills with strong presentation and written communications skills; Some travel to conferences, meetings and workshops is required; English & French, spoken & written.

**Application Process**
Letters of application should be accompanied by a curriculum vitae and sent to Dr. Alan Evans by email alan.evans@mcgill.ca by December 8, 2017.

We thank all applicants for their interest, however, only applicants selected for an interview will be contacted.

*McGill University is committed to equity in employment and diversity. It welcomes applications from indigenous peoples, visible minorities, ethnic minorities, persons with disabilities, women, persons of minority sexual orientations and gender identities, and others who may contribute to further diversification. All qualified applicants are encouraged to apply; however, in accordance with Canadian immigration requirements, Canadians and permanent residents will be given priority.*