

August 2026

Role Profile and Candidate Specification

Two new Profiles for the Grant Team

LEO Foundation

Introduction

Would you like to contribute to a philanthropic foundation with a clear purpose and growing ambitions? The LEO Foundation is one of the world's largest private funders of independent skin research and works to pave the way for curing skin diseases. Through its grants, the Foundation supports excellent research and contributes to a stronger ecosystem around skin, skin diseases, skin health, education and awareness.

The Foundation is entering a new phase in which its grant activities are expected to grow significantly towards 2030. The annual funding will exceed DKK 500 million a year by 2030:

<https://leo-foundation.org/en/2025/10/30/new-grant-strategy-annual-funding-will-exceed-dkk-500-million-by-2030/>.

This creates an opportunity for two new colleagues to join a small, ambitious and collaborative team and help shape how philanthropic activities are developed, administered and followed up in the years ahead. In this next phase, the two roles will contribute to bringing the Foundation's strategic tracks to life – Excellence, Nurture, Collaboration, Pioneering and Innovation – and help translate them into strong grants, effective processes and meaningful partnerships.

The recruitment is aimed at candidates who are motivated by scientific quality, strong processes and meaningful collaboration. The Foundation is looking for complementary profiles who, together, can strengthen the grant team's scientific insight, administrative capability, project management capacity and digital understanding.

This profile does not describe one fixed position. Instead, it outlines the collective competence needs to be covered through the recruitment process, with candidates assessed both individually and in relation to the future composition of the team.

For the right candidates, this is an opportunity to work close to philanthropic decision-making, contribute to high-quality grant activities and become part of an organisation where professionalism, curiosity and shared ambition go hand in hand.

Role Profile

The LEO Foundation in its Next Phase

The LEO Foundation combines long-term ownership of LEO Pharma with a clear philanthropic ambition: to pave the way for curing skin diseases. Its grant activities support excellent independent research, strengthen scientific ecosystems and contribute to education and awareness within skin and skin disease research.

As philanthropic activities grow in scale and complexity, the grant team must continue to strengthen its scientific, administrative and digital capabilities. This will support the Foundation's strategic tracks — Excellence, Nurture, Collaboration, Pioneering and Innovation

— by enabling high-quality assessment, efficient grant processes, strong governance and decision-making, and systems and workflows that combine precision with agility.

The two new colleagues will bring complementary experience and motivation. Together, they should strengthen the team's capacity to develop grant instruments, improve administrative processes, support management and board-related work, and engage constructively with researchers, experts, partners and other foundations.

Purpose of the Recruitment

The recruitment will add motivated colleagues to a small, ambitious and collaborative grant team. The aim is to ensure continued high quality in the Foundation's philanthropic activities while developing practices, processes and tools in line with its ambitions.

Some candidates may bring deep research experience and strong analytical capacity; others may have particular strengths in grant administration, process development, project management, systems or coordination. The decisive factor will be the combined match between motivation, capabilities and the team's overall needs.

The context calls for people who enjoy a small organisation where collaboration, flexibility and quality matter, and where responsibility follows the ability to manage tasks professionally and contribute to the shared ambition.

Grant Development, Scientific Analysis and Strategic Input

A central competence area is the ability to provide scientific and analytical input to philanthropic decision-making. This may include following developments within skin and skin disease research, identifying possible new grant areas, contributing to new initiatives and supporting impact assessment.

The team should be able to work confidently with research-based material, understand the quality and relevance of applications and translate knowledge into clear recommendations and well-prepared decision processes.

Relevant areas of contribution include:

- Development and follow-up on grant instruments, initiatives and programme areas
- Screening and assessment of applications, reports and research-related material
- Analysis of scientific trends, emerging opportunities and potential new areas for philanthropic support
- Support for impact assessment, learning and continued development of grant strategy and practice.

Research experience within health, medicine, life sciences, natural sciences or adjacent technical fields will be valuable. So will experience with early-stage research-based innovation,

clinical or translational research, epidemiological projects, or education and awareness initiatives.

Grant Administration, Governance and Process Development

Another key area is the ability to operate, improve and professionalise grant-related administrative processes. Applications, reporting, documentation, meeting preparation and internal coordination must be handled with quality, overview and reliability.

Relevant experience includes complex administrative systems, database-based workflows and preferably grant management platforms such as SmartSimple. The ability to improve, document and implement processes in ways that support compliance, transparency and user-friendliness will also be important.

The team also needs support for foundation governance, committee and board work, presentations, management reporting, annual planning and coordination with experts, reviewers, recipients and external stakeholders.

Digital Understanding, Systems and AI-enabled Workflows

Digital tools and well-designed systems will become increasingly important as activities grow. The Foundation therefore wishes to strengthen the team's ability to work with data, digital workflows and system-based administration.

Relevant competencies include IT flair, experience with database-based systems, a structured approach to data quality and documentation, and an interest in how AI elements can be used responsibly to improve efficiency, overview and decision support.

The Foundation is not looking for technology specialists, but for colleagues who understand technology as users, can contribute to system development and implementation, and can connect digital possibilities with practical grant-team needs.

Project Management, International Orientation and Stakeholder Collaboration

The work requires the ability to plan, coordinate and complete tasks in a setting where several processes run in parallel and deadlines matter. Project management experience may come from research projects, administrative development, grant processes, events, international activities or other cross-functional initiatives.

The Foundation works internationally with researchers, experts, universities, research institutions, other foundations and partners. Candidates must be able to communicate clearly and professionally in English and engage confidently across disciplines, organisations and cultures.

Person Specification

Professional Background and Combined Competencies

Across the two recruitments, the LEO Foundation wishes to strengthen the grant team with a relevant mix of scientific insight, administrative capability, project management experience and digital understanding. Each candidate is not expected to cover all areas equally.

Relevant backgrounds may include universities, research institutions, foundations, NGOs, international organisations, healthcare, life sciences, research administration or other knowledge-based environments. Personal research experience will be an advantage, as will practical experience with grants and research-related processes.

Strong English skills, orally and in writing, are essential. Candidates should be able to prepare clear and well-structured material for internal and external stakeholders. Basic statistical understanding, analytical strength and attention to detail will also be relevant when working with applications, reports, data, impact assessment or scientific documentation.

Personal Qualities

The Foundation is looking for colleagues who will thrive in a small, ambitious and informal organisation where people work closely together and support each other across tasks. The right candidates are collaborative, positive and pragmatic, and contribute with professionalism, patience and humour.

They are thorough and quality-conscious, with an analytical sense for detail and the ability to keep the broader perspective. They approach problems with curiosity and creativity, but remain focused, reliable and able to complete tasks on time.

They can work independently, ask for input when needed, share knowledge generously and contribute to solutions that make the team stronger.

Desired Competence Areas

The relevant competence mix may include:

- Scientific understanding and preferably personal research experience
- Experience with research applications, grants, reporting or grant-related administration
- Knowledge of universities, research institutions and research-sector practices
- Project management experience and the ability to coordinate complex tasks
- IT flair, systems understanding and experience with database-based platforms
- Interest in digital development, AI-enabled workflows and efficient processes
- Experience from international organisations or international research environments
- Interest in foundation governance, networks between foundations and education and awareness activities.

Recruitment Process

The LEO Foundation will assess candidates with a view to the overall composition of the grant team. The process will focus on individual motivation and competencies as well as how candidates may complement each other and the existing team.

Genitor assists the LEO Foundation throughout the recruitment process. Candidates can apply through Genitor's website: www.genitor.dk. Please attach a CV and a motivated application.

The deadline for application is 15 September 2026. You apply through Genitor's website: www.genitor.dk.

1st round of interviews will take place on 22 September 2026. 2nd round of interviews will take place on 28 September 2026. Testing of final candidates will take place between the two interview rounds.

Further Information

Candidates are encouraged to familiarise themselves with the LEO Foundation's mission, philanthropic activities and role as an enterprise foundation: <https://leo-foundation.org/en/>

For further information about the recruitment process, please contact Genitor Partner Martin Isenbecker at +45 2565 9231 or mi@genitor.dk.

All enquiries will be treated confidentially.

We look forward to hearing from you.