

Program Director, Biotechnology, Training and Conferences (director level 1 or 2)

The Foundation for Advanced Education in the Sciences (FAES), Inc., is an entrepreneurial non-profit organization, located at the National Institutes of Health in Bethesda, Maryland, which conducts advanced educational programs and activities to promote the productivity and attractiveness of professional life on the NIH campuses. FAES programs complement the work of NIH in accomplishing its mission of research and training in the biomedical sciences and FAES seeks to continue to create and sustain cutting-edge programming in all operational areas.

The Biotechnology, Training and Conferences department runs over thirty biotechnology courses, two management training courses, four broadly attended conferences each year, and the production and distribution of educational cell kits (CellServ lab kit products). The current program has successfully expanded and is looking to aggressively grow its enrollments and offerings to the NIH and broader biomedical communities.

This role is responsible for spearheading program success for audiences that range from large annual conferences of approximately 200 attendees to small, intimate training courses for students at all skill levels. The Program Director provides overall program leadership and supervises the Assistant Program Director. This role interacts regularly with a wide variety of biomedical professionals and oversees 100 instructors and course directors.

Overview: Reporting to the Chief Executive Officer/Executive Director (CEO/ED), the Program Director is responsible for leading the research, planning, development and implementation of the biotechnology lab training, professional development, training and conference service programs and activities. This role is responsible for the overall success of the program, including increasing enrollments year-over-year, and for delivering exceptional services to the National Institutes of Health, with emphasis on the program and customer service excellence. Program Director leads a team of four staff members and one contractor.

Current Course Offerings in;

- Core Molecular Biology Lab Techniques,
- Immunology & Flow Cytometry,
- Stem Cell Techniques,
- Bioinformatics & NGS/ Genomics & Proteomics,
- Microscopy,
- Special & Emerging Topics in Biomedical Industry, and
- BioTech Industry Training & Professional Development for Scientist.

The ideal candidate will have a Ph.D. in a field related to life sciences, as well as research, teaching, administrative experience in one of these areas; molecular biology, biotechnology, bioinformatics, genetics, genomics or a related field. The Program Director must have prior teaching and advising experience, preferably at the graduate level, and have the ability to cultivate and maintain relationships and partnerships within the wider research and business biomedical community. This position will require limited evening and weekend work and include travel to events in the D.C. Metro area.

The Program Director will have the following instructional and administrative responsibilities:

- Oversee all efforts to lead research, plan, develop and implement the biotechnology courses, lab techniques and management training, and conference service programs and activities
- Responsible for annual operating budget development and profit and loss (P&L) for the department

- Recruit and train instructors and evaluate instructor performance and ensure high teaching standards
- Participate in online and onsite student recruitment events
- Conduct ongoing curriculum development and quality control to ensure that the program is current and meets high quality standards
- Conduct outreach to NIH and educational partners to promote programs, and provide leadership to FAES staff in student and faculty services and marketing
- Be responsible for overall management of the teaching lab, equipment, inventory, and personnel
- Work with FAES senior team, program instructors, and staff to ensure the delivery of a quality program
- Complete other administrative or programmatic duties as assigned

Qualifications and Skills:

- Ph.D. in a field related to life sciences; molecular biology, biotechnology, bioinformatics, genetics, genomics or a related field (required) or M.D. with appropriate experience
- Minimum of 5 years program management experience
- Minimum of 3 years supervisory experience
- Exhibit ethical behavior and appropriate business practices consistent with these standards and values of the organization
- Establish and maintain positive working relationships and partnerships, both internally and externally, to achieve the goals of the organization
- Communicate effectively; speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques
- Cultivate creativity and innovation to achieve program targets
- Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters
- Foster teamwork, work cooperatively, and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness
- Provide positive leadership and influence to achieve results that are in the best interest of the organization

Pay: Commensurate with experience in leadership roles and direct years of work experience. Excellent benefits package.