Director of Strategic Planning and Development

Foundation for Advanced Education in the Sciences @NIH
Bethesda, Maryland, United States

Description

Company Overview: The Foundation for Advanced Education in the Sciences, Inc. (FAES), is an entrepreneurial non-profit organization, located at the National Institutes of Health (NIH) 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. FAES seeks to create and sustain cutting-edge programming in all operational areas. FAES provides full-service event and conference management services as well as limited housing for members of the NIH community and affiliated organizations.

Position Overview: Reporting to the Chief Executive Officer (CEO), the Director of Strategic Planning and Development leads strategic initiatives to expand programming, including creating cutting-edge education and training curriculum in collaboration with NIH stakeholders and other strategic partners. The Director must be an effective advocate for all operations, responsible for communicating the vision and goals of FAES and maintains knowledge of and perspective on the full range of education, training, and research on the world-class campus of the NIH to ensure that programming is relevant, timely and of value to the NIH community.

The Director develops strategic initiatives and participates in short- and long-term planning and policy setting, cultivates relationships within the biomedical community and other external relations, oversees public relations, researches and assesses trends in continuing and adult education in biomedicine, and proactively proposes, and builds support for new course topics, programs of study, or new modalities for content delivery, such as online education. The ideal candidate should have proven experience in a leadership role, with a special focus on senior-level support and cross-functional collaboration and can support the execution of a broad and complex set of initiatives.

Responsibilities:

- Serve as FAES’s expert and, in collaboration with the CEO, oversee the development, management and negotiation of private-public-partnerships/collaborations with industry, academia, and other stakeholders. Identify opportunities and execute strategies to foster partnerships with NIH and other government agencies, private foundations, pharmaceutical or biotechnology industry, and/or professional organizations to support FAES shared goals and achieve synergy with partners to grow programs and revenue year-over-year.

- Assist the CEO in the establishment of the new Center for Entrepreneurship, including fostering partnerships with government, industry, and academic institutions, working with the Dean of Education to create, plan, and promote educational, training, and mentoring programs in biomedical entrepreneurship and translational sciences online and onsite, and creating a curriculum to train researchers and emerging biomedical leaders to successfully navigate government and industry environments.

- Work with CEO and Dean of Education to create a Diversity, Equity, and Inclusion training program.

- Oversee the development and implementation of outreach activities for FAES’s programs. Develop marketing and communication strategies, including websites, social media campaigns, newsletters, and presentations in collaboration with the Communications Manager.

- Prepare business development documents, presentations, and briefing books. Prepare, evaluate, and present robust financial modeling and analyses to value projects and ensure effective return on investment.

- Research and identify new and emerging markets and track trends to assist the CEO in developing new programs and projects to further the mission of FAES.

- Develop and maintain agreements with partner institutions, manage renewals, and track levels of success toward financial and operational goals.
• Operate a system of evaluation for all programs and partnerships, focusing on data collection and analysis for continuous improvement.
• Meet annual and multi-year financial and programmatic targets.
• Prepare monthly and quarterly reports for the CEO and Board, including financial and programmatic performance and the marketing strategy for recruiting students and quality faculty who align with organizational strategy.
• Participate in NIH-wide events and continuing education association conferences to promote FAES, gain insight into educational trends and technology, and keep abreast of regulatory guidance and changes.
• Participate regularly in organization-wide efforts to include team meetings, faculty and staff events, Board meetings, and vendor events.

Requirements
• Masters required
• 6-10 years of relevant work experience
• 2-5 years of leadership experience
• Experience building cross-functional teams to guide and nourish sustainable, long-term growth
• Proven ability to lead multiple concurrent projects with demonstrated time management, organizational skills, and accuracy
• Proven ability to communicate with others clearly, concisely, and effectively, both in writing and orally
• Experience with budget planning and management while meeting strategic financial and operational targets
• Proven ability to cultivate creativity and innovation to achieve program targets
• Proven ability to anticipate, understand, and respond to the needs of internal and external clients
• Proven ability to foster teamwork; work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness and maintain an entrepreneurial growth culture
• Knowledge and understanding of the NIH from an organizational perspective as well as familiarity with its relevant programs and initiatives highly preferred
• Knowledge of Federal government statutes and policies, regarding training and the establishment of public private partnerships/collaborations with government entities
• Knowledge of how to establish, organize, and maintain multi-party collaborations with the public and private sectors and a variety of stakeholders

Benefits:
FAES has exceptional full-time benefits, including 100% FAES paid premium for health, vision, and dental insurance for individuals and families, 403(b) retirement plan with company match, educational and professional development support, generous holiday/time-off benefits, and a wonderful work environment.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.