

## **POSITION DESCRIPTION**

**JOB TITLE: Director of Scientific Programs**

**REPORTS TO: President and CEO**

## **ORGANIZATION**

The Society for Women's Health Research (SWHR) is a nearly 30-year-old education and advocacy nonprofit based in Washington, DC. A highly respected leader in promoting research on biological differences in disease, we are dedicated to our mission of eliminating imbalances in care for women through science, policy, and education.

## **POSITION SUMMARY**

The Director of Scientific Programs will envision and lead innovative science programs designed to increase awareness of and investment in sex differences and women's health research.

An expert in building and leading scientific working groups, the Director of Scientific Programs will identify and recruit dynamic and effectual thought leaders to serve in SWHR's interdisciplinary networks. With experience in consensus building, she/he will channel the expertise of these diverse stakeholders to advance the goals of SWHR's mission-focused programs. A strong science or research background is necessary, as is the ability to quickly learn and distill information about new topics relating to women's health and sex differences research. An exceptional writer for scientific and lay audiences, a strong candidate will be capable of translating science into messages for educational and/or policy purposes.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **Program Identification, Development, and Implementation**

- Develop and implement scientific programs based on SWHR's strategic priorities through events (conferences, roundtables, workshops, etc.) and long-term projects designed to address vital yet unanswered questions in women's health
- Manage and execute programs by detailing and maintaining timelines, budgets, staffing; working with outside vendors on programmatic and event logistics; and evaluating program impact
- Work cross-functionally to ensure that programs meet their scientific, policy, and communications goals
- Build and maintain relationships with leaders in research institutions, industry, government, and advocacy groups relevant to programmatic work
- Oversee multiple projects simultaneously and monitor day-to-day work on contract commitments
- Work in partnership with the Development Director on funding proposals, ensuring that contracts are executed in full and on time

### **Scientific Communication**

- Write reports, blog posts, perspectives pieces, white papers, and commentaries, sometimes for peer-reviewed journals
- Ensure scientific accuracy of SWHR's blog posts, social media campaigns, factsheets, and other communications and development materials
- Collaborate with the Communications Director to envision and execute communications plans for networks, roundtables, events, work product dissemination, etc.
- Serve as a spokesperson on sex differences and women's health research to mainstream, trade, and academic press
- Represent SWHR at local and national meetings to advance SWHR's mission as needed

### **QUALIFICATIONS, KNOWLEDGE, AND SKILL REQUIREMENTS**

- MD or PhD in biomedical sciences, life sciences, or related field
- Experience in science program management and administration
- Strong publication record, experience writing for non-scientific audiences, and familiarity with grant-funded programs
- At least five years of work experience (beyond doctoral degree), which may include:
  - Developing and managing scientific programs (proposal development, budget preparation, program administration, and grant reporting)
  - Facilitating committee meetings and conferences
  - Building coalitions and consensus among interdisciplinary groups
  - Project management
- Highly organized with the ability to prioritize, multitask, manage deadlines, and adapt
- Team player with the ability to work independently
- Excellent oral and written communication skills, including editing, presentation, and public speaking skills
- Experience and willingness to complete tasks with limited administrative assistance
- Willingness to occasionally conduct work on evenings or weekends and travel for conferences

**To Apply:** Please submit a cover letter indicating your interest in SWHR and resume to [science@swhr.org](mailto:science@swhr.org). Please use the following format for the file name and subject line: "Last Name\_Scientific Programs Director." No phone calls please. Only candidates selected for interviews will be contacted. Competitive salary commensurate with skills and experience. Excellent medical, dental, vision, and other benefits provided. This is a full-time salaried position based in downtown Washington, DC.