

POSITION DESCRIPTION

JOB TITLE: Director of Scientific Programs
REPORTS TO: President and CEO
SUPERVISES: Program Coordinator (with Director of Communications and Director of Science Policy)

ORGANIZATION

The Society for Women's Health Research (SWHR) is a 30-year-old education and advocacy nonprofit based in Washington, DC. SWHR is the thought leader in promoting research on biological sex differences in disease and improving women's health through science, policy, and education. We are making women's health mainstream.

POSITION SUMMARY

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

The Director of Scientific Programs identifies and recruits dynamic and effectual thought leaders to serve on SWHR's interdisciplinary networks, roundtables, and other programs. With experience in consensus building, they will channel the expertise of these diverse stakeholders to advance the goals of SWHR's mission-focused science 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/peer-review and lay audiences, a strong candidate is capable of translating science into messages for a variety of audiences, including for educational and policy purposes. The ideal candidate has experience with planning scientific events (e.g., roundtables, conferences, public meetings, panels). They are highly organized and proficient in managing diverse groups of experts and working simultaneously on multiple projects with many details and logistics.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Program Identification, Development, and Implementation

- Develop and implement scientific programs, including events (conferences, roundtables, workshops, etc.) and long-term projects, based on SWHR's strategic priorities
- Manage and execute programs by creating and maintaining timelines, workplans, and budgets; working with outside vendors on program and event logistics; and evaluating program impact
- Work collaboratively with other SWHR staff to ensure programs meet their scientific, policy, and communications goals, and help translate the results of scientific programs into policy recommendations, working in conjunction with SWHR's policy team
- Build and maintain relationships with leaders in research institutions, industry, government, and advocacy groups relevant to programmatic work

- Oversee multiple projects simultaneously and monitor work on contract commitments
- Work in partnership with the Vice President of Development on creation of funding proposals and ensuring that contracts are executed in full and on time
- Provide guidance, supervision, and oversight to Program Coordinator in collaboration with the Director of Communications and Director of Science Policy

Scientific Communication

- Write peer-reviewed papers, reports, blog posts, and commentaries
- Ensure scientific accuracy of SWHR's blog posts, social media, factsheets, and other communications and development materials
- Collaborate with the Communications Director to envision and execute communications plans for networks, roundtables, scientific events, and work product dissemination
- 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

- Graduate degree, PhD, or MD in STEM field or in a relevant social science field
- Experience and success in planning scientific events and managing scientific experts
- Strong publication record, including writing for peer-review and non-scientific audiences
- At least 5 years of work experience (beyond grad/doctoral degree), which may include:
 - Managing scientific programs and projects (proposal development, budget preparation, program administration, and grant reporting)
 - Planning and facilitating meetings and conferences
 - Building coalitions and consensus among interdisciplinary groups
- Highly organized with the ability to prioritize, multitask, manage deadlines, and adapt to at times quickly evolving priorities
- Team player with the ability to take initiative and work independently — capable of both receiving direction from other team members and delegating tasks as needed
- 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/weekends and travel for events

To Apply: Please submit a cover letter, resume, writing sample (peer-reviewed sample encouraged but not required) and desired salary range to jobs@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.