

Job Title: Director, Scientific Services

Salary: \$85,000-\$90,000/yr

Email resumes to: jobs@ndriresource.org

The Scientific Services department is responsible for the recruitment of researchers and feasibility of researcher requests. Upon approval, this department maintains all research projects throughout their lifecycle with an emphasis on project management and customer service. While projects are active, Scientific Services creates educational lectures, recovery instructions and highlights research requests with the Operations staff to ensure researchers receive the tissues they request.

Summary/Objective

Reporting directly to Vice President, Operations, the Director, Scientific Services will serve as a member of the Executive Management Team, and is responsible for the planning and execution of activities directed toward meeting strategic departmental and corporate goals. He/she will be primarily responsible for the management of all activities related to the recruitment of new researchers and the development and implementation of new research projects, as well as conducting ongoing educational training programs to support and improve NDRI's services. He/she will also serve as a scientific resource for external researchers and key business partners as needed. He/She will be responsible directing the NDRI Intern Program by selecting candidates, developing and overseeing semester plans and goals, as well as assigning and managing weekly duties. This position requires extensive external relationship building and cultivation across the scientific community.

Responsibilities:

Researcher Recruitment & Management

1. Evaluate research projects and protocols for scientific merit.
2. Ensure compliance with researcher application and protocol processes.
3. Provide support and guidance to researchers and NDRI's internal Operations project team throughout all phases of protocol vetting, activation, and maintenance.
4. Conduct ongoing educational training programs to ensure that the NDRI staff has a comprehensive understanding of each new research protocol and improve NDRI's services.
5. Maintain all research projects throughout their lifecycle with an emphasis on project management and customer service.
6. Assists in problem resolution with the Operations team and Quality Assurance as it pertains to NDRI's services for researchers
7. Make recommendations for improvements to best practices as they relate to tissue procurement, preservation and transport.
8. Maintain external feasibility process and committees.
9. Manage and maintain the annual researcher service survey and make recommendations for improvements from feedback.

Department and Corporate goals

1. Conducts analyses in support of forecasting, budgeting, operational planning, and project/program progress reporting.
2. Serve as a member of NDRI's Executive Management Team; contribute to strategic and annual planning and performance monitoring.
3. Assists with the preparation of grant/award opportunities from federal and state agencies, as well as domestic and international foundations, corporations, voluntary health organizations and educational institutions as needed.

NDRI Internship Program

1. Direct the NDRI Intern Program by selecting candidates, developing and overseeing semester plans and goals, as well as assigning and managing weekly duties.

Supervisory Responsibility

This position is responsible for the direct supervision of NDRI's Scientific Services staff consisting of Scientific Services Manager and Senior Coordinator as well as seasonal interns.

Additional Responsibilities

1. Author procedures, training documents and forms in compliance with NDRI's Quality Assurance policies and procedures as needed.
2. Support and participate in Quality Assurance initiatives; may participate in Quality meetings to identify areas of improvement, opportunities for standardization and/or process improvements.
3. Present and exhibit at relevant symposiums and conferences as needed.
4. Functions as an internal consultant to all NDRI program areas for the scientific research aspects of organ procurement, technical recovery issues, and source relations.
5. Provide support, training and mentorship to direct reports in Scientific Services.
6. Follow all of NDRI's policies and procedures and Maintain safe and healthy work environment by following standards and procedures; complying with legal regulations.
7. Maintains and advances skills through professional education and training thereby increasing the effectiveness of the department. This may be accomplished by membership in professional organizations, such as the AATB, or through individual specialty training

Required Education and Experience

- PhD in Life Science Discipline (preferred) or equivalent; 7 or more years of scientific/ biomedical research experience preferred.
- Postdoctoral fellowship in relevant scientific field.
- Extensive knowledge of the organ procurement and tissue banking field preferred but not required.
- Strong working knowledge of current biomedical research techniques.
- Highly proficient in writing medical/scientific publications, grants, technical documents and training tools.
Must be confident, articulate, and have professional speaking & presentation abilities
- Highly proficient in the use of computer equipment and software, (Word, Excel, Outlook, Sharepoint- Intermediate to Advanced skills) required.
- Established scientific publication history.
- Significant experience in writing manuscripts, white papers, and grant applications.
- Experience in graduate/ post-graduate biomedical education and training preferred but not required.

Skills

1. Ability to function as a team player and carry through assigned tasks on time and within the scope of project parameters.
2. Must be self-motivated, assertive, and able to prioritize multiple tasks in a fast paced environment.
3. Must be personable and easy to work with.
4. Customer centric in his/her approach.
5. Ability to analyze complex relationships and identify opportunities for program growth.

AAP/EEO Statement

NDRI provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, NDRI complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training. NDRI expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status