



Chief Program Officer

Organization: American Society for Biochemistry and Molecular Biology (ASBMB)

Location: Rockville, MD – Hybrid

Salary Range: \$200,000-215,000

About ASBMB: ASBMB is dedicated to advancing scientific knowledge and supporting a robust, well-trained, diverse scientific workforce. Through its dissemination of emerging scientific research, education and training initiatives, and advocacy leadership, ASBMB is a key institution shaping and supporting fundamental discovery science that fuels future innovation. For more than 100 years, the ASBMB community has been pioneering profound new understanding in the molecular life sciences, and this knowledge is driving new biomedical advances and therapies that improve health for many disorders and diseases, as well as many other applications ranging from environmental to agricultural. ASBMB's 11,000 members work throughout the scientific enterprise, including in academia, industry, and government sectors.

Position Summary

In this newly created Chief Program Officer role, you will play a key role in shaping ASBMB's strategic direction and programmatic initiatives, reporting directly to and working closely with the CEO. You will lead a team of program directors, managers and specialists to drive impactful projects and initiatives to align with ASBMB's mission and objectives. Areas of responsibility include membership, chapters, the annual meeting, educational programming, DEI, professional development, and industry relations. Oversee an initial team of 10 and three direct reports.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- **Strategic Leadership and Governance:** Collaborate with the CEO as part of executive leadership team to support ASBMB development and implementation of strategic plans, foster sound governance culture, and drive business model innovation. Provide senior level support and strategic guidance to volunteer Council and internal committees in areas of responsibility.
- **Program Development and Innovation:** Provide executive leadership and direction for the design, development, and execution of innovative membership and chapter initiatives; educational programs; ASBMB's annual meeting; professional development; diversity equity and inclusion programming; and other efforts that engage the current BMB research and education communities and foster a vibrant, prepared scientific workforce pipeline. Establish evaluation processes to measure the impact and effectiveness of programs to guide decision-making. Ensure compliance with relevant regulations, funding requirements, and reporting obligations.
- **Resource Management and Generation:** Collaborate with CEO and senior financial personnel to set and meet budgeted expense and revenue goals in areas of responsibility. Oversee existing grants and growth of nascent corporate sponsorship program to support initiatives.
- **Team Management:** Provide leadership, guidance, mentorship, and performance management to team, fostering a team culture of excellence, achievement, trust, collaboration, and accountability. Serve as a key deputy to CEO in cross-organizational efforts.
- **Partnership and Stakeholder Engagement:** With CEO, cultivate and maintain strategic partnerships with key current and potential stakeholders in areas of responsibility.

- **Communications:** Support ASBMB communication and marketing about programs in areas of responsibility and represent the organization in relevant forums, conferences, and media engagements—or support volunteers in doing so—to raise awareness of ASBMB work and impact.

Minimum Qualifications (Knowledge, Skills, and Abilities)

- Bachelor's degree required. CAE preferred.
- Minimum 15 years' experience in increasingly senior association program management positions, including at least 3 years in senior/executive roles.
- Track record of membership innovation and chapter strategy and implementation. Experience with professional development, grant management, education and/or annual meeting operations to guide strong internal teams. Experience in scientific research organizations preferred and familiarity with private sector constituencies desired.
- Demonstrated senior leadership and team-building skills, including second-level management responsibility. Ability to motivate, delegate, and work cross-departmentally with senior peers. Collaborative and receptive orientation; open to feedback.
- Strategic thinker with the ability to translate vision into actionable plans and outcomes.
- Advanced skills and sound judgment in addressing sensitive topics and organizational needs; outstanding interpersonal skills to engage effectively and collaborate with diverse stakeholders.
- Experience in resource mobilization such as grants, development/fundraising, partnership development, program pricing desired.
- Current engagement with and knowledge of emerging trends in association management and best practices in program management and evaluation.

Compensation, Benefits and Work Environment: ASBMB offers a competitive combination of strong salary and outstanding benefits, including robust medical, dental and vision insurance; generous annual and sick leave; and robust 403(b) matching contributions. ASBMB offers a collegial hybrid work environment; three days in office and two remote days.

Application Process: Please submit a resume, cover letter, and any relevant supporting documents to careers@asbmb.org. Please address qualifications and experience in relation to information outlined above as well as salary expectations. We thank all applicants for their interest; only those selected for an interview will be contacted.

ASBMB is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.