



Director of Operations, Planning & Governance

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

Location: Rockville, MD – Hybrid

Salary Range: \$120,000-135,000

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 role, the Director will play a key role, with the support of the CEO, in shaping the Society's staff and volunteer operations, planning and execution. You will support a dynamic strategic planning initiative and development of governance frameworks and activities, as well as develop and implement significant operational infrastructure across the organization. Reporting directly to the CEO, you will supervise one manager and work closely with the CEO and IT team on the development, management and use of data to serve these functions.

Essential Duties and Responsibilities

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

- **Governance & Strategic Planning:** Collaborate with the CEO to support the ASBMB Council as it undertakes a strategic planning initiative in 2024-5, and support committees and their liaisons to develop implementation plans. Develop and/or update governance procedures and documents and collaborate across the organization with committee liaisons to ensure consistent levels of support and administration for Council, committees and other governance bodies. With department heads, establish infrastructure to monitor and report on progress toward goals and objectives within strategic plan.
- **Internal Operations and Special Projects:** Direct development and dissemination of ASBMB policies and procedures within executive office and across organization and oversee meetings and events management for governance activities (council and committee meetings, etc.). Lead special projects as requested by CEO, including development of internal project management infrastructure and coordination of data management innovation.
- **Program Management:** Direct and oversee coordination of committees and volunteers on awards program, nominations, elections, and other executive office functions.
- **Leadership Staffing:** Oversee executive office functions, including management and coordination of volunteer leadership and CEO events and calendars.
- **Team Management:** Oversee one staff member, with potential additional growth over time.
- **Partnership Management:** With CEO, serve as a primary contact to cultivate and maintain strategic partnerships with key stakeholders for the Society.



Minimum Qualifications (Knowledge, Skills, and Abilities)

- Bachelor's degree required. CAE preferred.
- 5-7 years' experience in association management, nonprofit governance, and program administration. Experience with scientific/engineering association environments preferred.
- Track record of managing strategic planning initiatives and governance modernization efforts, with a data-centric orientation to consolidate, streamline and use data for organizational action and decision-making.
- Team orientation, with the ability to motivate and coordinate cross-departmentally with peers to prioritize actions. Collaborative and receptive orientation; open to feedback.
- Excellent communication and interpersonal skills, with the ability to effectively engage and collaborate with diverse stakeholders, including staff and volunteers.
- Strategic and anticipatory thinker with the ability to translate ideas into actionable plans and outcomes.
- Demonstrated skill, judgment and discretion in managing sensitive constituencies and needs.
- Strong Microsoft suite skills and facility with new platforms.
- Limited travel (annual meeting, council meetings, professional development).

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. Fully remote candidates will be considered but regional applicants will be preferred.

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.