

iBiology is seeking a full-time Executive Director who will oversee the organization, direct current projects, help identify new partnerships and funding opportunities, and lead a dynamic and creative team of science communication professionals.

iBiology (<http://www.ibiology.org>) is a non-profit organization dedicated to bringing scientific knowledge to a worldwide audience. iBiology's free online videos and courses by leading biologists are accessible and used by students and researchers around the world. Our videos focus on the process of discovery, share the wonder of research breakthroughs, and provide training and educational materials for the science and education communities. iBiology has over 400 videos, several innovative courses focused on career and professional development, and over 10 million video views from 180 countries. iBiology is currently located at the University of California, San Francisco (UCSF) and is funded by the NSF and NIH.

The Executive Director's responsibilities fall into three core areas:

Organizational leadership and staff mentorship

- Lead and mentor the staff, currently seven team members.
- Promote staff creativity, leadership development, professional development, and programmatic achievement.
- Oversee the progress, strategy, and vision of projects under the current grants and the organization as a whole.
- Maintain productive relationships with applicable funding agencies and ensure proper compliance with appropriate federal, state, and agency guidelines and policies.
- Manage the budgeting and administration of the organization with strong fiscal and ethical oversight.
- Ensure the appropriate evaluation of projects and lead the development or closeout of programs, as necessary.

Funding and resource development

- Advance and solidify the long-term sustainability of the organization through strategic efforts.
- Identify and apply for new grant funding opportunities.
- Develop partnerships with foundations and other funders to help bring in new funding.

Raising the global awareness of iBiology and developing of new partnerships

- Identify new partnerships and other areas of growth to expand the scope and impact of iBiology.
- Help develop dissemination strategies to distribute content and encourage widespread use of iBiology materials.
- Build and maintain relationships with networks of related organizations and societies in order to promote our resources and build potential collaborations.
- Grow iBiology's connections with the academic and science education community, including developing and managing new educational partnerships and creating new initiatives.
- Evaluate iBiology's impact within the scientific community and solicit feedback to ensure iBiology is meeting the community's needs.

Qualifications and Experience

- Ph.D. in the life sciences, education, or related field (must have familiarity with scientific research), or equivalent experience.

- A minimum four years of professional experience managing a multi-person team in the science outreach, communication, or education space.
- Experience with governmental grants from agencies like the NSF and NIH; preference for demonstrated experience in successful grantsmanship.
- 2 - 4 years experience in science communication and/or education.
- Superb presentation and written communication skills; ability to be creative and engaging in various forms of communication.
- Well organized, detailed oriented and able to prioritize and execute multiple projects simultaneously.
- An enthusiastic and positive team player with strong interpersonal skills who is able to work well on a small team.
- Willingness to travel several times a year to conferences and meetings.

Please send cover letter and resume to: jobs@ibiology.org

Additional Information:

Job location: San Francisco, California

Grant-funded staff position with iBiology, including salary and benefits commensurate with experience.

iBiology is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status.