



FASEB

Federation of American Societies
for Experimental Biology

Position Title: Program Director, FASEB MOSAIC Program

Status: Full-time, Exempt status

Reports to: Director, Strategic Scientific Program Advancement

Department: Office of Public Affairs

Date: August 9, 2024

Annual Salary: \$125,000 plus benefits (This position is supported by federal funds and continuing employment is subject to funding availability.)

Location: Rockville, Maryland (To be considered, applicants should live in the D.C. metro area)

Founded in 1912, the Federation of American Societies for Experimental Biology (FASEB) is the nation's largest coalition of biomedical researchers, representing 22 scientific societies and over 110,000 individual researchers from around the world. FASEB is now recognized as the voice of advocacy for biological and biomedical research scientists.

Primary Function

The Program Director for the [Federation of American Societies for Experimental Biology's \(FASEB's\) Maximizing Opportunities for Scientific and Academic Independent Careers \(MOSAIC\)](#) program is responsible for administering the professional development curriculum associated with this program, including developing and executing project plans and timelines to meet program goals.

Responsibilities

- Managing the logistics related to the design and delivery of the FASEB MOSAIC Program, including:
 - Partner with the FASEB MOSAIC Principal Investigator (PI) and Co-Principal Investigator (Co-PI) to develop and implement program components
 - Serve as liaison between PI and Co-PI and session facilitators to ensure successful development and implementation of program components and adherence to NIH grant requirements
 - Develop and maintain a calendar of program components for the FASEB MOSAIC team and each Scholar cohort
 - Independently manage logistics related to implementing virtual and in-person Scholar curriculum
 - Collaborate with FASEB Marketing and Communications team to develop and deploy external- and internal (Scholar)-facing communications
 - Work with PI and Co-PI to establish program evaluation metrics and related program statistics.
 - Independently track and prepare report program evaluation metrics for review by the PI and Co-PI.
 - Work with PI in developing program budget and tracking annual spending, ensuring expenditures remain within budget
 - Assist PI and Co-PI in preparing grant progress reports and other required grant-related paperwork
 - Oversee logistics for bi-annual FASEB MOSAIC Advisory Committee meetings

- Serving as the point of contact for FASEB MOSAIC Scholars, Program Faculty, and Scholar Institutions
 - Onboard Scholars and their institutional mentors to the FASEB MOSAIC program
 - Develop and foster relationships with Scholars and their institutional mentors and research leadership through one-on-one and cohort-based outreach
 - Facilitate Scholars connection with each other and FASEB and its 22 member societies
- Lead recruitment and selection of FASEB MOSAIC mentors for Scholars and assist the program team in defining expectations for the Mentor-Scholar relationship
- Managing external contracts for executing FASEB MOSAIC program
 - Work with Program Coordinator to process invoices for program faculty/partners
 - Work with Program Coordinator to process expense reports for Scholars and program faculty

Key Skills and Experience

- Demonstrated program management skills
- Exceptional written and verbal communication skills and experience tailoring communications for a variety of audiences
- Ability to work collaboratively and establish strong relationships with internal and external stakeholders
- Ability to multi-task and manage multiple program components while delivering high quality results
- Flexibility in responding to and adapting to changing program needs and/or grant requirements
- Ability to collaborate with senior leadership to achieve goals and convert performance gaps into strategies for learning and development
- Willingness to contribute to a broad range of responsibilities in support of the program, from administrative/logistical tasks to strategic planning
- Familiarity working with committees and supporting a not-for-profit governance structure

Education and Prior Work Experience

- Bachelor's degree, experience with STEM fields and/or science communication preferred
- A minimum of 3 – 5 years program management experience is required
- Experience with the following preferred:
 - Program management in adult education and professional development
 - Managing programs supported by grants or other third-party funding
 - Familiarity with biomedical research and research institutions

About FASEB MOSAIC

The FASEB MOSAIC program, funded by the National Institute of General Medical Science's [Maximizing Opportunities for Scientific and Academic Independent Careers \(MOSAIC\)](#) Institutionally Focused Research Education Award (UE5GM155929), is designed to support a cohort of early-career, independent investigators from diverse backgrounds as they transition into research-intensive faculty careers. The program aims to diversify the biomedical research community and contribute to long-term improvements in inclusive research environments at institutions and within scientific societies. This support, in turn, will lead to advancements in health research outcomes by bringing diverse perspectives to address scientific challenges.

MOSAIC scholars (K99/R00 grantees) receive support in research team management through training, mentoring, and networking. The program aims to help scholars:

- Build research management skills by leveraging our network of experts and mentors across scientific societies
- Cultivate resilience and build confidence to overcome barriers, achieving research career milestones both within their institutions and through professional service
- Benefit from lasting support systems that involve skills development, peer support, and safe spaces

Location

This position is in Rockville, Maryland, and is walking distance to the Metro and on major bus lines. **Currently, FASEB has a remote-first policy in place, and while our office is open, many staff are working remotely, but work from the office when required. (To be considered, applicants should live in the D.C. metro area.)**

To Apply

To apply, please visit www.faseb.org/careers. For full consideration, please submit a resume and cover letter. A cover letter must be included in order to be considered. Applications will be considered on a rolling basis and the position will remain open until filled.

If an accommodation is needed to complete the application process, please contact FASEB's Human Resources Department at resumes@faseb.org.

To learn more about FASEB, please visit www.faseb.org.

FASEB 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.