

Associate Director for Translation Activities
Job Description
Northwestern University Job Opening ID 31374

Job Summary

The Chicago Biomedical Consortium (CBC) Associate Director for Translation Activities (ADTA) will work with the CBC organization to build programs to strengthen the Chicago biotech community and foster the translation of university research into the marketplace, as described in the Phase 2 proposal.

The CBC ADTA will build collaborations involving community members and CBC university researchers and Technology Transfer Officers (among others). The ADTA will report to the Executive Director (ED) and work in concert with other CBC staff members. The ADTA will be responsible for the implementation and day-to-day management of two major new programs: Accelerator Awards and the CBC Accelerator Network (CBCAN). The ADTA will be expected to be an active participant in and liaison to various entities in the Chicago biomedical ecosystem, such as MATTER and iBIO. The ADTA will form and maintain good working relationships with individuals in the biomedical community as well as the universities.

Principal Accountabilities

Outreach:

- Build strong, mutually-beneficial relationships between CBC and the local biotech and pharma industries
- Build and maintain relationships with entities in the local biotech community (e.g. iBIO, MATTER). Regularly attend appropriate functions hosted by these entities.
- Interface closely with Technology Transfer Offices of the CBC universities
- Coordinate meetings of review and advisory boards
- Devise and implement communications and public relations plans

Implementation of the Accelerator Awards:

- Under supervision of the CBC ED and Scientific Directors, design and develop the Accelerator Awards program.
- Work with the CBC Communications Director to announce the Accelerator Award program
- Respond to inquiries
- Receive and process applications, including communications with applicants
- Manage and oversee the review process
- Organize review sessions
- Facilitate awards
- Monitor progress of award recipients
- Develop and implement the process of determining eligibility for Part 2 Accelerator Awards

Implementation of the CBC Accelerator Network (CBCAN):

- Work with Steering Committee and other stakeholders to produce high-quality, useful programs
- Work with other CBC staff members to integrate CBCAN with other programs

- Work with CBCAN participants to assure high-quality presentations
- Work with CBC colleagues to invite/recruit participants in CBCAN

General Administrative

- Lead or assist with writing projects such as annual reports, website content, preparation of updates, or proposals.
- Participate in developing the Strategic Learning and Evaluation System (led by FSG Consultants). Set appropriate goals within SLES guidelines to ensure that consistent and acceptable standards are met. Evaluate and prepare reports on the effectiveness of various CBC activities.

Other related responsibilities as assigned by the Executive Director.

Minimum Qualifications

- At least 10 years of business-relevant experience with Biotechnology and/or Pharmaceutical companies
- Significant knowledge of and connections to the Chicago-area biomedical ecosystem
- Well-established network of contacts in the biotech entrepreneurial community.
- Active participation in local biomedical organizations (e.g. iBIO, MATTER, etc)
- Ability to build networks and interface with both research and business communities
- Ability to recruit and organize complex working groups (project management skills?)

Minimum Competencies

- Excellent written and verbal communication skills
- Demonstrated ability to organize, prioritize, and work under pressure to meet deadlines
- Demonstrated ability to facilitate effective communication, cooperation, respect and teamwork
- Demonstrated ability to take initiative and to work with minimal direction
- Demonstrated attention to detail
- Excellent collaborative skills
- Strong interpersonal relationship skills

Preferred Competencies

- Knowledge of Public Relations
- Fund-raising experience

For consideration, please click on the link below. You will be directed to Northwestern University's electronic recruiting system, eRecruit, where you will apply for current openings. Once you apply, you will receive an email confirming submission of your resume. For all resumes received, if there is interest in your candidacy, the human resources recruiter or the department hiring manager will contact you. Job Opening ID number for this position is **31374**

https://careers.northwestern.edu/psp/hr92prod_er/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_SCHJOB&Action=U&FOCUS=Applicant&SiteId=1

As per Northwestern University policy, this position requires a criminal background check. Successful applicants will need to submit to a criminal background check prior to employment.

Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes, including veterans and individuals with disabilities. Women, racial and ethnic minorities, individuals with disabilities, and veterans are encouraged to apply. Hiring is contingent upon eligibility to work in the United States.