

Director of Scientific Programs

SUMMARY

The Director of Scientific Programs is responsible for coordinating the development and implementation of Keystone Symposia's annual portfolio of ~55 scientific conferences across basic life science, biomedical and clinical research areas. This role requires a Ph.D. and a broad scientific knowledge relevant to Keystone Symposia conference topics and a commitment to building interdisciplinary communities, advancing scientific discovery and facilitating networking and communication among researchers. The Director develops conferences in collaboration with a Scientific Advisory Board (SAB) comprised of academic, industrial & governmental scientists who serve as an external peer review body to ensure scientific quality and engagement in our conference programs. The Director of Scientific Programs works closely with, and reports to, the Chief Scientific Officer, in coordinating SAB planning meetings and in developing scientific strategies, innovative programming and conference activities to serve an international audience across career stages. The role requires managerial experience and team leadership skills, specifically in supervising the Program Development and Program Implementation teams, who guide conferences from conception through program commissioning, planning and execution. The Director of Scientific Programs maintains productive working relationships with other Keystone Symposia departments—including marketing, meetings management & grants/development—to ensure that the scientific vision of conferences is realized at our in-person and virtual events. The individual serves on the Keystone Symposia management team, which develops and implements Keystone's organizational and business strategy, and engages regularly with the organization's governing Board of Directors.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Coordinates SAB planning activities to define the annual conference portfolio: Manages peer review of conference proposals online and at SAB review meetings, commissions and manages the development of conference programs, serving as the Keystone Symposia liaison between SAB members and conference organizers.
 - Directs online review processes to propose future meeting topics and elicit feedback from the scientific community. Assembles and prioritizes topics and feedback for discussion at SAB meetings.
 - Coordinates scientific aspects of the January SAB meeting before and during the event and translates their feedback into a portfolio commission plan with meeting organizers.
 - Monitors incoming conference proposals and prepares materials for peer review at SAB meetings.
 - Oversees scientific aspects of program review at the June SAB meeting and communicates with organizers, distributing feedback, finalizing programs and placing conferences with dates and venues.
- Coordinates operational activities of meeting planning, including establishing a strong working relationship with SAB members as well organizing teams and oversees excellent

customer support across all stages of the conference planning and implementation processes.

- Stays attuned to scientific trends to define emerging areas of research and conference opportunities, as well as understand the international scientific conference landscape.
- Develops annual speaker budgets and attendance projections for each meeting in the portfolio and oversees implementation and revisions.
- Attends several Keystone Symposia conferences annually as a scientific ambassador to engage with specific communities, understand their needs and develop new ideas for programming and conference activities.
- May serve as on-site staff at conferences, supporting programming activities, such as panel discussions, career roundtables, etc. as needed.
- Maintains excellent internal communications within and across all Keystone Symposia departments. Advises staff and other stakeholders on scientific and programmatic activities, with the CSO and CEO.
- As a director, attends and participates in KS management team meetings and initiatives.
- Occasionally serves as a scientific advisor in organizational fundraising activities, including federal grants and corporate/foundation development, and with marketing or outreach strategy.

SUPERVISORY RESPONSIBILITIES

- Oversees Program Development Manager, who coordinates early stages of conference planning through scheduling of meetings, including coordination of conference agendas, programs, session titles, speaker lineups, talk titles and speaker communication and inviting plenary speakers.
- Oversees Program Implementation Manager, who coordinates program logistics and processes in the lead up to conference events: abstract submissions, short talk selections, speaker replacements, chair selections and coordination with Meetings Management and Attendee Services staff.
- Manages additional staff with roles in development or implementation of programs.
- Across supervisory areas, is responsible for overall direction, coordination, and evaluation of relevant teams. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws, which include interviewing, hiring, and training employees, assigning and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.

REQUIRED EDUCATION, EXPERIENCE AND SKILLS

- Scientific background: Ph.D. in a life science or allied field is required
- Five-to-eight years of work experience in a research environment with demonstrated managerial responsibilities.
- Must be a US citizen or a legal permanent resident.
- The successful applicant is expected to be on site at Keystone Symposia's office in Silverthorne, CO during the training period and thereafter, comply with our hybrid work model, which currently requires in-office work at least two days per work week.
- Demonstrated leadership, organizational and personnel management skills.
- Detail-oriented and deadline-driven approach to project and team management.
- Ability to multi-task and prioritize effectively across a multitude of projects with different timelines and deliverables.

- Clear, precise and compelling writing skills tunable to various audiences.
- Effective oral communications skills: leading meetings, presenting to small and large groups, and managing group discussions.
- Motivated self-starter with the ability to work independently with purpose and accuracy in a fast-paced environment.

COMPENSATION

The salary range for this job is \$136,000 to \$150,000 depending on experience. Keystone Symposia offers a generous benefits package including Health, Dental, and Vision insurance, paid holidays and vacation, 401K with company matching, etc.

To apply for this position, please send resume and cover letter to careers@keystonesymposia.org.