Sigma Xi, The Scientific Research Honor Society seeks Director of Programs at the Society’s headquarters in Research Triangle Park, North Carolina. Sigma Xi is an international, multidisciplinary, membership-based organization with more than 100,000 elected members and 500 chapters. Membership in Sigma Xi is by invitation or nomination and is based on research achievements or potential. The Society’s mission is to enhance the health of the research enterprise, foster integrity in science and engineering, and promote the public’s understanding of science for the purpose of improving the human condition.

**POSITION SUMMARY**

Director of Programs will be responsible for successful operations of a broad array of programs according to the Society’s strategic plan and goals. The position is expected to implement best practices and a data-driven approach to provide leadership and direction for the planning, execution, and evaluation of programs and initiatives that advance Sigma Xi’ mission. This position will supervise managers and inform the leadership on progress and outcomes.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Manage daily operations and staff that support and implement current programs, including but not limited to, Grants in Aid of Research, Distinguished Lectureships, and Prizes and Awards
- Manage the organization’s programs from inception to completion
- Initiate and set goals for program development, implementation, and assessment
- Conduct or oversee evaluation of programs
- Prepare and present updates and reports to senior leadership including the executive director and board of directors
- Work independently and collaboratively with senior leadership, development team, and other departments to seek and secure external funding for new programs
- Develop innovative plans and processes to improve program operations and outcomes
- Prepare and manage an annual programs operational budget
- Collaborate with relevant staff members to create marketing and promotional initiatives to increase awareness of the Society’s programs
- Lead the annual conference program committee to develop all programmatic aspects of the conference and associated events
- Serve as staff liaison for relevant program committees as designated by senior leadership
• Cultivate and maintain partnerships with like-minded organizations to deliver programmatic activities that enrich the value of membership for Sigma Xi members, affiliates, and explorers

• Partner with the Society’s members and chapters to integrate program activities within the chapters network and the membership-at-large constituency

• Manage department communications and other communications, as needed

SUPERVISORY RESPONSIBILITIES

• Supervise managers and programs staff

EXPECTED METRICS

The goal is to ensure every program will be successful, achieve its goals, and add the highest possible value to the organization.

KNOWLEDGE, SKILLS AND ABILITIES

• Proven experience as program director or other managerial position
• Experience writing or reviewing grants
• Thorough understanding of project/program management techniques and methods
• Excellent Knowledge of performance evaluation techniques and key metrics
• Outstanding knowledge of data analysis, reporting and budgeting
• Working knowledge of MS office and program management software (e.g., Basecamp, MS Project etc.)
• A business acumen with a strategic ability
• Excellent organizational and leadership skills
• An analytical mindset with great problem-solving abilities
• Excellent communication skills
• Broad knowledge of program management principles
• Must have a strategic mindset as well as be able to lead and develop their subordinates.

EXPERIENCE REQUIRED

3 – 5 years proven experience as senior leadership, program, or department director, or other mid- to high-level managerial position

EDUCATION REQUIRED

BSc/BA diploma in management or a relevant field; MSc/MA is a plus
COMPENSATION
$90,000 - $105,000 commensurate with experience

PHYSICAL DEMANDS
This position requires the ability to sit or stand, speak, hear, see, and lift small objects up to 10 lbs. Requires the ability to travel frequently including locally, nationally, and internationally.

The physical demands described here are representative of those that must be met by the individual to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sigma Xi offers competitive salaries, attractive benefits, and a collegial work environment. Please send resume and cover letter indicating salary requirements to:

Jasmine Shah
Director of Finance and Administration
Sigma Xi, The Scientific Research Honor Society
Post Office Box 13975
Research Triangle Park, NC 27709-3975
Email: hrdept@sigmaxi.org.

Deadline for resumes is November 15, 2021.

*Sigma Xi is an Equal Opportunity Employer.*