

Program Manager, The Union of Concerned Scientists, Washington, DC

The Union of Concerned Scientists seeks motivated candidates to serve a key role in launching the Center for Science and Democracy. Supporting the Director of the Center for Science and Democracy, the Program Manager will plan, coordinate, and implement key initiatives and activities of the Center, to include:

Developing, organizing, managing, and delivering high-level scientific forums and other programming related to the mission of the Center;

Managing day-to-day operations of the Center;

Assisting with the integration of Center activities into UCS's structure and strategic long-term vision;

Fostering innovation in Center activities;

Contributing to the program's growth and overall success; and

Working closely with the Center Director and a team of senior UCS staff, developing, planning, and implementing annual goals, strategies, programs, and activities of the Center.

Represent the Center in public forums, conferences, and with other groups.

Market the Center's events and activities to create opportunities for dialogue and collaboration with different constituencies and to share Center efforts, content, and accomplishments.

Write, review, and provide strategic advice for proactive communication about the Center and its activities and products.

Organize and manage Center events, projects, and activities:

Effectively convene teams and coordinate project activities across UCS programs and departments, as needed, efficiently harnessing required staff time and input, and gaining necessary buy-in.

Provide regular updates on project developments to the Center Director and strategic and management assistance to the Director in setting priorities for the Center.

Assist in the development and management of Center work plans and budgets.

Compile and present information to UCS management and the Center Steering Committee in a clear, effective way that demonstrates creative thinking, good writing, and focuses on helping the Center accomplish its goals.

Under the direction of the Center Director and in collaboration with the Development Department, develop fundraising proposals and reports to sustain and increase support from foundations and additional sources.

Requirements:

The candidate must demonstrate a minimum of five – seven years of successful, progressively responsible related experience, including:

Program and project management;

Conference/event planning;

A high level of professionalism in communicating with different audiences;

Strong interpersonal skills in interacting with and supporting external advisors and public speaking skills

Familiarity with UCS issues, academic institutions, science policy, and the scientific community

Excellent ability to communicate effectively both verbally and in writing with scientists, other experts, policy makers, and engaged citizens;

Success in managing multiple projects and staying organized, including multi-tasking, working independently and with a team, and being flexible to respond to fast-changing needs; and

A BA/BS degree is required, graduate degree is preferred. The position will require some travel and the ability to

work flexible hours.

To Apply:

Please submit a cover letter and resume via email and include “Center for Science & Democracy Manager” in the subject line. Please also add in your cover letter where you heard about the position and your salary requirements. Email materials by Word or PDF only. No calls. Deadline: Sept 16th or until filled

Apply for Program Manager, Center for Science and Democracy

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