Date: Dec 1, 2021

Location: Washington, DC, US, 20036

Company: American Chemical Society

Unit Overview
The Scientific Advancement unit’s efforts are focused on helping the Society fulfill its mission “to advance the broader chemistry enterprise, and its practitioners, for the benefit of Earth and its people.” The Director’s Office is both the administrative and policymaking, as well as the research and development unit for new initiatives. The unit is currently comprised of the ACS Green Chemistry Institute®, the Office of Research Grants, technical divisions, scientific programming at ACS National Meetings, and chemical safety.

Position Summary
The position is responsible for the direction of all programs within the unit; the policies under which they operate; and the identification and development of new initiatives aligned with the Society’s scientific priorities, including the solicitation of funds to support program growth from sources other than ACS. The position reports directly to the EVP, Membership & Education.

Dimensions:
Staff: Direct Full-time Reports: 10
Indirect Full-time Reports: 7
2021 Expense Budget: $25 million
(includes PRF grants)

A number of consultants and contractors work with the unit on specific projects.

Position Accountabilities

1. Defines long-range goals, identifies strategic priorities, recommends policies, and develops objectives for future activities that support internal collaboration, and determines the fiscal means for their implementation, in accordance with ACS policies, and in the context of advances in chemistry–related research and technology in a world where the concept of sustainability is ever-increasing.

2. Establishes, in collaboration with internal and external stakeholders, the overall strategic direction of existing programs and services within the unit, and the development and administration of new programs to meet emerging needs – special emphasis on programs within ACS Membership, Education and Publications.

3. Develops the unit’s staff organization and provides guidance and support to staff ion to ensure that the Society’s mission is accomplished and that staff are provided opportunities to grow and develop professionally.

4. Responsible for providing input for the development and successful execution on key performance metrics relative to unit.

5. Provides coordination, guidance, liaison, and support services to ACS governance units, including the GCI Advisory Board, the Committee on Science, the Divisional Activities Committee, and the Multidisciplinary Program Planning Group, which are active in, and are served by, the unit’s programs.

6. Collaborates with professional organizations with similar goals, both in the United States and internationally, to facilitate information exchange, embark upon mutually beneficial new initiatives, and enhance the quality of scientific advancement to include recognition of the diverse nature of the chemical sciences.
**Education/Experience/Knowledge**

An advanced degree in chemistry or chemistry-related disciplines, chemical engineering, or equivalent experience; a minimum of 10 years of experience with 6 years of management experience. The ideal manager will be a creative thinker; a passionate and effective communicator; a strategic leader; comfortable with the big-picture; forward-looking; bold; capable of developing and pursuing an innovative vision for influencing the Society’s role in achieving its mission; experienced working in a high-energy and visible position; and capable of understanding, working with, listening to, and building consensus and collaboration across diverse constituencies, both within and outside ACS. Additionally, the ideal candidate will have an understanding of chemistry’s role in addressing global challenges and an awareness of the cutting-edge research areas in the chemical sciences. This position will include up to 30% business travel.

*This position can be based in DC or Columbus.*