Managing Director, Center for Sustainable Separations of Metals at the University of Pennsylvania

**Job Description**
The Center for Sustainable Separations of Metals at the University of Pennsylvania, a National Science Foundation (NSF) Phase 1 Center for Chemical Innovation (cssm.upenn.edu), is seeking a Managing Director. In this position, the Managing Director will support and develop administrative, education, assessment, and outreach efforts associated with the center. Members of underrepresented groups in the sciences are strongly encouraged to apply. The grand challenge of the Center for the Sustainable Separations of Metals is the discovery of new fundamental chemical separations methods that enable >99% recycling rates of valuable metals from consumer products and processes at comparable or lower costs than current market prices. Efforts in the center are developing radically new, collaborative, interdisciplinary chemistry that will catapult creative, efficient, sustainable solutions, promote the growth of new businesses, reduce international dependencies, pollution caused by mining, and the potential for resource conflicts. The successful candidate will coordinate and organize in-person and virtual meetings and events for center members, including site visit reviews with the Center’s funding agency NSF. They will help develop and implement new education programs. They will maintain the (Wordpress) center website and Twitter account. They will assist and contribute to strategic planning and grant writing for a Phase 2 application, as described in the CCI program description on the National Science Foundation website.

**QUALIFICATIONS:**
Bachelor’s degree and 5 to 7 years of experience, or equivalent combination of education and experience, is required. Essential skills for the position include, strong organizational and management skills, and abilities to work collaboratively with, and help direct a vision for, a team of researchers towards shared goals. Backgrounds in chemistry (B.A./B.S. or Ph.D., Ph.D. preferred), grant writing experience, and familiarity with NSF funding policies is desirable. As a staff member at the University of Pennsylvania, the successful candidate will be required to follow all University, School, and Departmental policies and procedures, including those related to COVID-19. It is anticipated that the successful candidate will initially work remotely, until such time that onsite work restrictions allow for in person work.

This is a term position supported through Dec 31, 2022, with the possibility of renewal with satisfactory performance and the availability of funding.

**University Overview**
The University of Pennsylvania, the largest private employer in Philadelphia, is a world-renowned leader in education, research, and innovation. This historic, Ivy League school consistently ranks among the top 10 universities in the annual U.S. News & World Report survey. Penn has 12 highly-regarded schools that provide opportunities for undergraduate, graduate and continuing education, all influenced by Penn’s distinctive interdisciplinary approach to scholarship and learning.
Penn offers a unique working environment within the city of Philadelphia. The University is situated on a beautiful urban campus, with easy access to a range of educational, cultural, and recreational activities. With its historical significance and landmarks, lively cultural offerings, and wide variety of atmospheres, Philadelphia is the perfect place to call home for work and play.

The University offers a competitive benefits package that includes excellent healthcare and tuition benefits for employees and their families, generous retirement benefits, a wide variety of professional development opportunities, supportive work and family benefits, a wealth of health and wellness programs and resources, and much more.

**Applicants may apply here:**