

Executive Director, Operations

Johns Hopkins University: Whiting School of Engineering:

Department of Materials Science and Engineering

Location

Baltimore, MD, 21211

Open Date

Dec 07, 2023

Description

Job Description:

The Executive Director, Operations of the Materials Characterization and Processing Facility (MCP) is responsible for providing leadership and effective management of the facility. This role involves developing and implementing a strategic plan, overseeing daily operations, managing staff, ensuring compliance with regulations, and representing the MCP to external partners and stakeholders. The Executive Director, Operations plays a crucial role in advancing the MCP's scientific goals and fostering collaborations that enhance its impact.

Essential Duties and Responsibilities:

Operations Management:

- Ensure efficient and effective daily operations of the facility, including staffing, budgeting, and maintenance.
- Develop and implement policies and procedures to prioritize safety and security for MCP faculty, staff, and partners.
- Manage and lead facility staff ensuring their professional development and optimal performance.
- Regularly interface with financial managers to maintain MCP financial reporting and financial projections.

Strategic Planning and Implementation:

- Work in concert with MCP Director, staff, and advisory board to continue to develop and execute a strategic plan aligned with the Whiting School's vision and the Department of Materials Science direction.
- Ensure that the MCP's work and development meet the needs of the School and its stakeholders.
- Collaborate with faculty, school leadership, and other university personnel to drive the MCP's ongoing success.

Partnership Building:

- Cultivate and maintain productive relationships with internal and external partners and potential collaborators to increase MCP usage and advance scientific goals.
- Represent the MCP enthusiastically and effectively to potential partners, faculty, and other universities.
- Foster relationships with key stakeholders to align MCP's direction with organizational goals.
- Maintain relationships with all internal and external stakeholders, users, and partners.

Representation and Relationship Building:

- Serve as a liaison between internal and external stakeholders, representing MCP to the wider community in concert with MCP director and center mission.
- Build and nurture relationships with key stakeholders, including industry partners, research institutions, and funding agencies.
- Utilize networking opportunities to promote the MCP's mission and establish strategic alliance

Compliance and Regulations:

- Ensure the MCP's compliance with all applicable laws, regulations, and ethical standards.
- Stay informed about relevant legal and regulatory requirements and implement necessary changes.

Performance Metrics and Continuous Improvement:

- Develop and maintain metrics to measure the success of the MCP and its scientific contributions.
- Utilize data-driven insights to identify areas for improvement and make recommendations for enhancing the facility's technologies and capabilities.

Qualifications**Required Qualifications:**

- BS 10 years experience in technical field related to materials science and engineering or related field.
- Option for faculty appointment.
- 10 years of experience in a leadership role in facilities management, preferably in a research university setting.
- Strong strategic planning and management skills.
- Excellent communication and interpersonal abilities.
- Ability to work independently, collaborate effectively with colleagues and partners, and lead teams.
- Exceptional attention to detail and the ability to meet deadlines.
- Competent background in technical instrumentation in MCP

Preferred Qualifications:

- Technical instrumentation management experience.
- MS or PhD in Materials Science or related field.
- Experience in materials science and engineering within a research user facility environment.
- Proficiency in fundraising and grant writing.
- Knowledge and experience in marketing and public relations.
- Demonstrated success in building and maintaining relationships with key stakeholders to achieve organizational goals and vision.

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