Director of Program Operations, Biostatistics, Bioinformatics and Epidemiology (BBE) Program (Job:14304)

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Overview
Cures Start Here. At Fred Hutchinson Cancer Research Center, home to three Nobel laureates, interdisciplinary teams of world-renowned scientists seek new and innovative ways to prevent, diagnose and treat cancer, HIV/AIDS and other life-threatening diseases. Fred Hutch’s pioneering work in bone marrow transplantation led to the development of immunotherapy, which harnesses the power of the immune system to treat cancer. An independent, nonprofit research institute based in Seattle, Fred Hutch houses the nation’s first cancer prevention research program, as well as the clinical coordinating center of the Women’s Health Initiative and the international headquarters of the HIV Vaccine Trials Network. Careers Start Here.

The Program Operations Director for the Biostatistics, Bioinformatics and Epidemiology (BBE) Program within the Vaccine and Infectious Disease Division (VIDD) at Fred Hutch oversees a comprehensive and complex array of program activities for an annual portfolio of over $30M in direct cost revenue and administrative operations including strategy, financial, grants and contracts, regulatory and administrative functions for a broad program comprised of separate but linked departments.

This position works with senior scientific leadership to translate science into strategy while responsible for the overall operations of administration, finance, grants and business analytics for the program. This position requires an understanding of federal regulatory requirements, performance management, administrative systems and program management, and broad experience with a range of business functions and systems, including program leadership, strategic planning, budgeting, fiscal analysis, human resources management, and communication. This position reports to the Senior Operations Director for VIDD.

Responsibilities
Works with overarching guidance from Principal Investigators (PIs) and the Division’s Senior Operations Director to independently plan and oversee administrative operations. Works through subordinate managers to ensure consistent, efficient and compliant administration of all work units within the program. Sets functional strategies and objectives on operational plans that align with overall Division and organizational strategies. Provides input to Division-level strategic planning. More detailed responsibilities include:

Program Oversight
1. Develop and manage all BBE Program activities to ensure compliance with all federal, sponsor and Fred Hutch requirements and guidelines and ensure operational consistency across the program
2. Provide effective and inspiring leadership by being actively involved in all programs, developing a broad and deep knowledge of all aspects of operations
3. Supervise staff, including, hiring, training, mentorship, evaluating performance, handling disciplinary action, layoff and termination issues
4. Oversee grant support activities for the program including: grant preparation, budget development/management, forecasting, reporting and report tools development
5. Ensure the adherence to regulatory compliance procedures throughout the program
6. Through subordinate managers, direct administrative activities for the program including: oversight of agency site reviews, human resources management activities, training and communication of Center policies, and administrative process improvement
7. Apprise VIDD leadership of programmatic activities, challenges and accomplishments regularly

**Strategic Planning**
1. Working with faculty and leadership from BBE, VIDD and the Center, create strategic plans and implement processes to achieve the initiatives and objectives set forth in each plan
2. Participate in groups and committees across the Division and/or Center to support strategic and process improvement initiatives
3. Synergize with other programs and participate in strategic planning for the Division
4. Develop and implement a system for tracking and reporting on the progress of strategic plan implementation
5. Plan and facilitate quarterly meetings for the Strategic Alliance within BBE that brings a leadership team together across multiple network grants

**Faculty Support**
1. Coordinate faculty recruiting activities for the program and support the Division office in administration of faculty promotions
2. Assist the BBE Program Head in planning all BBE faculty meetings; attend program meetings and events to stay abreast on all milestones, activities and needs for the BBE faculty
3. Support faculty in cultivating and managing relationships with public and private funders to secure and expand recurring revenue streams
4. Assist the Fred Hutch Philanthropy and Marketing departments in cooperation with the Division to ensure all BBE achievements and donor relationships are appropriately highlighted and managed
5. Seek new funding opportunities for the program as appropriate

**Program Operations/Other**
1. Oversee financial operations for the program including: forecasting, management, reporting, reconciliations, purchasing, and vendor contract management
2. Contribute to space allocation and planning decisions
3. Oversee the HR systems and practices within BBE
4. Provide financial and overall business strategy advice to program leaders and teams
5. Participate in Division and Center-led meetings and committees and special projects
6. Other duties as assigned
Qualifications
Minimum qualifications:
- Bachelor’s degree in business, public administration or a related field
- Minimum of 8-10 years of federal research administration management experience
- Minimum of 3-5 years of supervisory and leadership experience
- Demonstrated success managing and engaging diverse stakeholders across a complex research portfolio
- Experience with translating science into strategy in creating and executing strategic plans
- Strong communication and budgetary skills

Preferred qualifications:
- Master’s degree preferred
- 3-5 years of experience in supporting faculty in an academic environment
- Experience identify areas for process improvement and implementing associated change management strategies to successfully rollout and sustain initiatives

Key skills and abilities:
- Excellent written and verbal communication skills
- Strong background in data analytics and visualization
- Advanced experience with Microsoft suite (Excel, Powerpoint, Access, SharePoint, etc)
- Ability to create a positive work culture
- Flexibility and adaptability
- Ability to multi-task in a fast-paced environment
- Outstanding interpersonal skills
- Positive attitude and sense of humor

Our Commitment to Diversity
We are committed to cultivating a workplace in which diverse perspectives and experiences are welcomed and respected. We are proud to be an Equal Opportunity and VEVRAA Employer. We do not discriminate on the basis of race, color, religion, creed, ancestry, national origin, sex, age, disability, marital or veteran status, sexual orientation, gender identity, political ideology, or membership in any other legally protected class. We are an Affirmative Action employer. We encourage individuals with diverse backgrounds to apply and desire priority referrals of protected veterans. If due to a disability you need assistance and/or a reasonable accommodation during the application or recruiting process, please send a request to our Employee Services Center at escmail@fredhutch.org or by calling 206-667-4700.