



FEDERAL DEMONSTRATION PARTNERSHIP

EXECUTIVE DIRECTOR

POSITION OVERVIEW

Convened by the Government-University-Industry Research Roundtable of the National Academies, the Federal Demonstration Partnership (FDP) is an association of federal agencies and academic research institutions organized to reduce the administrative burdens associated with research grants and contracts. FDP's over 450 university and federal representatives, including administrative, research, and technical personnel, work to streamline the administration of federally sponsored research awards by identifying, testing, and implementing new, more effective ways of managing more than \$15 billion in federal research awards.

The goal of reducing the administrative burden associated with federally funded research without compromising compliance or good stewardship of federal funds has benefits for the entire nation. Through regular meetings, faculty, administrators, and technical representatives collaborate with decision-makers from agencies that sponsor research. They hold spirited, frank discussions, identify problems, and develop action plans for change. Then – again collaborating closely – they test the new ways of doing things in the real world before putting them into effect.

The FDP is currently seeking nominations, expressions of interest, and applications for an experienced professional to serve as its next Executive Director, who will serve as the chief executive officer of both the FDP and the FDP Foundation, which is the non-profit entity that manages the human resources and fiscal aspects of the FDP. The Executive Director will oversee the management and execution of day-to-day operations to achieve the vision and mission of the organization. The Executive Director is responsible for developing and executing the policies and procedures approved by the Executive Committee and working closely with the FDP Co-Chairs, the Executive Committee, the National Academies, and the FDP membership, including Federal agency members, to facilitate interactions that support the partnership.

The successful candidate will have demonstrable strengths in consensus building and collaboration, a strong record of achievements in working with federal agencies, and experience maximizing the impact of volunteer organizations. This position requires a high degree of professionalism and involves the development, implementation, and evaluation of the FDP's programs and activities in accordance with the FDP's Operating Guidelines. Effective and efficient management and leadership will be critical in ensuring the productive

performance and growth of the FDP. The candidate will maintain a clear understanding of the FDP's purpose and mission.

ESSENTIAL JOB DUTIES

The Executive Director will:

Finance, Administration and Operations

1. Manage daily operations of the organization, including ensuring consistent quality standards are met in the areas of finance, administration, communication and technology solutions.
2. Work with the Executive Committee (EC) to provide strategic leadership and management to develop and implement organizational and financial plans.
3. Practice sound financial management, including developing an annual budget that sets priorities for spending based on FDP's mission and strategic plan and working with the EC towards building reserves. This includes monitoring income, expenses, and the investment portfolio of the Foundation and overseeing an annual external audit.
4. Provide guidance and oversight to at least one full time National Academies staff member and multiple contractors.
5. Develop a plan regarding short- and long-term staffing needs, with input from the EC.
6. Collaborate closely with the FDP Communications Committee to oversee the implementation of an effective communication strategy to help advance FDP's mission and objectives through media outreach, public relations, and targeted messaging.
7. Provide regular and accurate program, financial, and operational reports to the EC, the National Academies and the membership.
8. Assure the FDP Foundation remains in compliance with the reporting requirements for all federal support received by FDP, including monitoring deliverable milestones and writing required reports.
9. Assure that FDP and FDP Foundation's policies and procedures are accurate, up-to-date and in compliance with all legal, regulatory, and financial requirements of a 501(c) organization and as a federal award recipient.
10. Manage all logistical aspects of FDP Meetings, including overseeing program development and agenda finalization, ensuring all technical aspects are in place (both remote and in person meetings), assignment of meeting room space, food arrangements, and audio-visual arrangements.

Leadership

1. Provide leadership and guidance to a large and diverse set of member volunteers and support co-chairs and committee members to maximize volunteer impact.
2. Oversee all programmatic activities, including monitoring demonstrations and providing necessary support to assure successful demonstrations.

3. Develop and promote organizational culture aligned with FDP's mission and vision and inspire the membership, leadership, and staff to exemplary performance.
4. Travel inside and outside the DC metropolitan area to events and meetings.
5. Speak to and on behalf of the membership.
6. Develop and foster relationships to maximize engagement with federal agencies, membership and other associations to help advance FDP's mission and objectives.

Strategic Support

1. Serve as chief executive officer responsible for implementing strategic and work plans for the organization. Design, develop, and implement short and long-range strategies for FDP in a cost-effective and time-efficient manner.
2. Carry out plans and policies as authorized by the EC and report to the EC concerning the effectiveness of such plans and policies.
3. Oversee membership engagement, including ensuring members and participants receive the greatest value proposition through offerings of events, publications, enhanced networking opportunities, and relationships with federal agencies and other research associations.
4. Be cognizant of the changing needs of the FDP and balance those needs effectively by implementing strategic changes.
5. Be engaged in various FDP committees, attend committee meetings, gather thoughts and suggestions from the various committee members to work together on issues affecting the organization.

EXPERIENCE

- A minimum of five years executive-level operational and administrative experience, including human resources, IT, administrative and financial experience involving budget development and oversight is required.
- Prior experience effectively working with federal agencies related to research is strongly preferred.
- Nonprofit association management experience is preferred.
- Experience working in or with universities, non-profit organizations or federal agencies is strongly preferred.
- Familiarity with and prior participation in the FDP is preferred.

KNOWLEDGE, SKILLS, and ABILITIES

- Excellent oral and written communication skills.
- Ability to operate at both strategic and operational levels.
- High energy, proactive, and goal-oriented with impeccable ethical standards.
- Proven ability to work cooperatively with volunteers, members, and other organizations.
- Excellent skills in networking, management, and automated systems.

- Willingness to play a highly visible role and often be the public face of FDP.
- Knowledge of research administration.
- Experience in government relations and broad knowledge of federal grant making and regulatory agencies.
- Considerable knowledge of the structure and function of governmental agencies, volunteer organizations, civic groups, and/or advocacy groups, particularly related to research.

OTHER RESPONSIBILITIES

- Availability for travel and required after-hours work.
- Attend and participate in all FDP meetings as well as periodic National Academies meetings, as needed.
- Attend other meetings as a representative of the FDP.

EQUAL OPPORTUNITY

Applicants will receive consideration for employment without regard to race, religion, color, national origin, age, sex, sexual orientation, disability status, or any other characteristic protected by applicable law.

NOMINATIONS/APPLICATIONS/EXPRESSIONS OF INTEREST

All nominations, inquiries or applications, can be sent to [Interim Executive Director of the FDP \(FDP_ExecutiveDirector@thefdp.org\)](mailto:FDP_ExecutiveDirector@thefdp.org) with ED SEARCH in the subject line. Inquires may also be sent to Alexandra Albinak (amckeown@jhu.edu) or Michele Masucci (michele.masucci@temple.edu).