

Job Description – FDP Executive Director

The Federal Demonstration Partnership (FDP) is seeking qualified candidates for the position of Executive Director. The FDP (www.thefdp.org) is a cooperative initiative among 10 Federal agencies and 98 institutional recipients of Federal funds and is hosted by the Government University Industry Research Roundtable (GUIRR), in The National Academies. The FDP was established in 1986 to increase research productivity by streamlining the administrative process and minimizing the administrative burden on principal investigators while maintaining effective stewardship of federal funds.

The FDP Executive Director position is a term appointment beginning January 1, 2006 through September 30, 2008. The Executive Director will be located in the offices of GUIRR, at the National Academies in Washington, DC.

Duties

The Executive Director, reporting to the Executive Committee Chair, will work with the Executive Committee as an ex officio member, and with the FDP member organizations. The principal duties of the Executive Director include:

- Serve as the full time senior administrator for the FDP.
- Work closely with the FDP Chair, the Executive Committee, the Government University Industry Research Roundtable, and the membership of the FDP.
- Monitor the developments in federal research administration issues and keep FDP informed.
- Work with member agencies to enhance participation in FDP activities.
- Facilitate interactions between the FDP and Federal agencies, working in support of the partnership
- Carry out tasks assigned by the Executive Committee and its Chair.
- Manage all aspects of FDP meetings and, in consultation with the Executive Committee, develop the agenda for FDP meetings
- Coordinate the activities of GUIRR staff assigned to provide administrative support to the FDP.
- Serve as liaison between the Executive Committee and the FDP's standing committees and task forces.
- Provide guidance to FDP committees and task forces in the design and conduct of demonstrations.

Qualification Requirements

Essential

- In-depth knowledge of research administration, typically gained through extensive experience in this area.
- In-depth understanding of policy issues related to the government university research partnership.
- Demonstrated analytic ability, knowledge of business process reengineering and communication skills
- Demonstrated leadership skills
- Works effectively with a variety of stakeholders

Desirable

- Experience in research administration gained through the perspective both of academia and the Federal government.
- Knowledge of current philosophy and initiatives related to Federal grants streamlining activities and electronic government initiatives

Application Submission – Deadline: October 31, 2005

Application materials must include a cover letter, resume and a statement addressing the essential and desirable qualification requirements. Application materials should be sent by mail or electronically to:

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