



**TITLE:** TBD  
**REPORTS TO:** Co-Directors, MNC

Under the leadership of the co-directors of the MNC, play a leading role in the development and ongoing implementation of business, operational and scientific plans in support of the MNC. Responsible for the day-to-day management of the Center, for guiding members and staff in meeting programmatic and financial goals, which will include the development and support of the work of the center, new faculty recruitment, coordination of program grants, public relations and fundraising.

**Key responsibilities to include:**

- Develop, monitor and manage all administrative activities for the center.
- Develop, coordinate and manage all internal and external meetings.
- Develop/implement criteria and evaluation processes for the Center's activities (grants, core facilities, funding, members, meetings, seminars etc)
- Develop a strong internal and external network for collaboration and support of MNC activities.
- Develop and coordinate internal and external communications to publicize and disseminate MNC activities
- Prepare and present monthly updates on center activities to the co-directors.
- Participate in external meetings and professional activities where relevant to MNC goals.

**Criteria requested:**

- Education to graduate level preferred (BA/BS, MPH, Ph.D., M.D., MBA, JD)
- Two-plus years of experience in program management or equivalent for a private/corporate foundation, public charity, government organization, academic institution or corporation.
- High intellectual capacity already applied to learning new areas of science and technology and related fields.
- Demonstrated project management skills, including project design, timely execution and effective budget management.
- Strong oral and written communication skills that take into account the audience and equally effective listening skills.
- Desire to be part of an evolving Center and to contribute to its growth and reputation.
- Demonstrated ability to work with scientists in a staff role.
- Ability to be flexible, to maintain a good sense of humor and to keep a global perspective.

**CONTACT David Leyden [dgl2102@columbia.edu](mailto:dgl2102@columbia.edu) 212 342 1858**