

<b>Job Title</b>	Director of Program Operations, BrainFutures
<b>Reports To</b>	Chief Strategy Officer

## Job Purpose

BrainFutures is a national nonprofit launched in 2016 whose mission is to accelerate adoption of effective applications of brain science advances to maximize human potential. As a citizen advocacy organization, BrainFutures provides rigorous analysis of innovative practices resulting from new scientific understanding of the brain and disseminates our analysis to the public and key stakeholders. Through providing objective information, building coalitions of influencers, and brokering collaborations, BrainFutures helps clear policy and practice pathways, quickening the uptake of neuroplasticity-based technologies for brain treatment and health.

The Director of Program Operations is an essential team member responsible for the implementation and on-going management of programmatic operations across multiple areas of focus, including youth and education, the workforce, aging adults, and mental health and substance use treatment. This position reports to the Chief Strategy Officer and is responsible for administrative, communications, and programmatic content, systems and processes that advance BrainFutures' strategic goals.

## Duties and Responsibilities

- Develop and/or bolster strong administrative systems and processes that solve problems, streamline workflows, maximize technology, increase efficiency, and improve outcomes
  - Act as organizational point on the update of core infrastructure systems, including shared file management (Sharepoint) and CRM development/reporting (Salesforce), in coordination with the IT and data team
  - Audit operational processes across the organization and redefine for optimal performance and future growth; liaison with parent company staff to clarify processes and systems that align across both organizations
  - Manage contracts, payments, and budget tracking processes in collaboration with Finance team
  - Participate in the drafting of quarterly board reports, in collaboration with the Chief Philanthropy Officer and Chief Strategy Officer
  - Oversee the development of a comprehensive operations manual and calendar
- Play a lead role in the development and execution of BrainFutures brand, issue brief disseminations, and overall communications plan
  - Facilitate high-level brand strategy conversations among leadership, and in partnership with Communications Director; and distill take-aways into actionable plans that meet organizational priorities and resources

- Develop and implement dissemination strategies for issue briefs, in collaboration with Chief Strategy Officer, including building constituent networks
- Challenge assumptions related to brand and dissemination strategies to meet emergent trends from changing national and global conditions
- Build out communication channels and on-brand content in partnership with Communications staff and contractors
  - Manage website updates and content development (including copy, blog articles, videos, and images), social media, newsletter, and eventually a complete website redesign effort, to effectively communicate BrainFutures agenda and assets to stakeholders
  - Oversee production design/printing of issue brief and key communication collaterals with outside contractors
- Plan and manage all aspects of BrainFutures programmatic events, including brief launches and webinars
- Project manage policy issue brief and coalition-building processes and timelines with high-profile contributors
  - Oversee contracted issue brief authors', expert consultants', and researchers' schedules, deliverables, and payments
  - Support issue brief development through discrete research and/or data analysis projects as needed
  - Coordinate Advisory Board working groups per project
  - Maintain communications with partners related to issue brief development, and coordinate with Chief Philanthropy Officer regarding project updates to funders
  - Secure brief endorsements from key professional associations
  - Provide editorial support as needed, and manage draft feedback rounds to various stakeholder groups
  - Other duties as assigned

### Qualifications

- The ideal candidate will have a strong interest in neuroscience and its applications toward improving human outcomes
- At least 5 years (and ideally 8-10 years) of demonstrated ability adeptly managing multiple projects/teams in a fast-paced work environment—moving constantly between big picture and detail-oriented thinking
- Systems thinker with director-level experience overseeing operational overhauls to key infrastructure and processes
- Professional discipline in a remote work environment, and success collaborating with both a virtual and onsite team
- Extremely well-organized, with proficiency using Excel (including pivot tables and reports) and project-management platforms
- Excellent oral communication and writing skills, ideally with demonstrated ability to translate complex issues to lay audiences

- Background with successfully implementing branding and communication strategies, including website development/management, social media oversight (and Hootsuite familiarity), writing and curating content, and managing development of collaterals across mediums
- Experience with WordPress, Emma, Cognito, Stripe, Salesforce, Office 365 platforms preferred
- Quick learner, able and motivated to stay current on changing trends in neuroscience applications
- Research, analytical, and problem-solving skills
- Strong interpersonal skills, an enthusiasm for collaborative projects, and the ability to work with and motivate diverse groups of individuals
- Bachelor's degree

### **Position Classification**

Full time, exempt and benefits. Benefits include vacation, sick, personal, and holidays, life insurance, short-term and long-term disability, 403(b) retirement plan, medical, dental and vision insurance, and health savings account.

### **General Conditions**

- Monday through Friday 8:30am to 5pm
- Prolonged periods sitting at a desk and working on a computer
- Evening and weekend work will be required
- Reliable transportation
- Must be able to lift-up to 25 pounds at times

### **Location**

A telecommuting opportunity within the United States will be considered. (Onsite offices are located in Lutherville, MD)

### **How to Apply**

Send a cover letter noting your interest with salary requirements and resume to [jobs@mhamd.org](mailto:jobs@mhamd.org).

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