

The American Chemical Society seeks an project manager for its efforts in Europe. This position is based in Washington, DC, and travel is required.

Division and Unit Overview

The Office of International Activities is the unit within the American Chemical Society that 1) partners with other ACS units to build international recognition of the ACS brand and the Society's programs, services, products, and expertise; and 2) catalyzes the development and growth of ACS alliances with other chemically related organizations abroad to advance the Society's interests in education, research, and development in chemistry. The Office also serves as liaison for ACS to other international organizations and works with ACS members to advise the Society on international matters. Our programs are supported by internal funds, granting agencies and foundations.

Position Summary

This position is responsible for managing the development and implementation of international projects in Europe. He/she develops all aspects of projects within the framework of the ACS Strategic Plan. The incumbent works in partnership with other ACS units to enhance the Society's ability to function as an international organization and to enhance the relevance of the Society's services and expertise to international scientists. He/she may supervise the work of other staff and interns on these projects. The incumbent reports to the Director of International Activities.

Dimensions: Office of International Activities.

Staff: 6. Year 2005 Budget: \$1.4 million.

Work design: Manages a unit or function that is part of a larger function. Follows established organizational policies. Develops procedures; recommends policies. Decisions involve translating the Office's goals and objectives into unit objectives, defined work assignments and projects; conducting and implementing actions; and short-term planning.

Position Accountabilities

1. Identify opportunities and partner with other ACS units to advance the Society's interests in Europe.
2. Catalyze the development and growth of ACS alliances with other chemically related organizations to build recognition of the ACS brand and the Society's programs, services, products, and expertise in the specific region.
3. Secure funding and manage externally funded projects that are consistent with the Society's international strategy.
4. Supervise the work of other staff and interns on projects as appropriate and manage budgets to ensure success of assigned projects.
5. Effectively represent the Society and its international interests to other professional societies and other relevant organizations using appropriate communication modes.
6. Contribute to the development and implementation of strategic plans for the Office of International Activities.
7. Evaluate the effectiveness of current activities and recommend changes.

Education/Experience/Technological Knowledge A Ph.D. in a chemistry-related science and 7+ years of related experience, including experience in international business development; report preparation and presentation; meeting or symposia coordination;

and a demonstrated track record of successful fundraising are required. Ability to collaborate, network and be credible with diverse cultures, individuals, organizational levels and functions is essential. Knowledge of international policy and operations as they impact the science and technology community highly desired. Candidates must possess excellent interpersonal and communication skills and a working knowledge of the scientific process and community, different cultures, and politics and attitudes of different countries. Professional fluency in relevant second language required. Ability to travel within the United States and internationally, approximately 20 days per year.

Resumes may be sent to
Human Resources
American Chemical Society
1155 Sixteenth Street, NW
Washington, DC 20036

ATTN: Genaro Montanez, or soft copy to g_montanez@acs.org