Executive Director
Infectious Disease Research Center
Colorado State University
August 13, 2015

Colorado State University (CSU) is one of the nation’s premiere land-grant teaching and research universities with a total enrollment of over 25,000. CSU consistently has been ranked as a top tier institution by U. S. News and World Report’s “America’s Best Colleges and Universities” and named by Kiplinger’s Personal Finance Magazine as one of the top public universities in terms of educational quality and affordability. Nestled at the base of the Rocky Mountain foothills, the campus is located in Fort Collins, Colorado, a city of approximately 137,000, 65 miles north of Denver. Known as the “Choice City,” Fort Collins provides a unique blend of big city advantages and small town friendliness, making it an attractive and a great place to live.

CSU is recruiting for a high-impact leadership position in its innovative and multi-faceted infectious disease research and development program. The Executive Director of the Infectious Disease Research Center (IDRC) at CSU reports to the Vice President for Research and is responsible for the scientific and translational leadership of the IDRC and the operation and management of the IDRC.

The IDRC is an ~ 150,000 sq ft. building complex including ~ 40,000 sq. ft. of BSL-3 biocontainment space that houses an interdisciplinary alliance at CSU focused upon the global challenge of infectious diseases. It is built upon the nationally and internationally recognized research expertise and resources in infectious diseases at CSU. Beyond its academic mission, the IDRC also contains a start-up incubator and a cGMP manufacturing facility capable of research and development of new biologics, and producing commercial product at the BSL-2/3 level. These capabilities provide an environment for unique interactions with start-up companies, corporations, foundations, non-governmental organizations (NGOs), and government agencies to address the challenges of infectious diseases. The overall mission of the IDRC is to enhance and build academic capacity, increase and diversify the extramural funding base, and promote translational products and policy development in infectious diseases.

The Executive Director will have strategic responsibility for the IDRC and will coordinate all aspects of the program coherence, development and enhancement of the research portion of the IDRC. In particular he/she will work to broaden the portfolio of funding and center capabilities. The Executive Director will work with faculty to provide academic, teaching, research, and service leadership for the IDRC, will manage the IDRC budget, prepare, issue, and supervise the review of research and capacity building grant proposals, and promote overall program coherence and enhancement. The Executive Director will work toward lowering product translation barriers for CSU faculty researchers at the IDRC and also assist in facilitating industrial interactions in infectious disease research and product development. He/she will establish and maintain lines of communication and serve as the primary contact for the IDRC for all internal and external partners. Internal partners include CSU administration, Department Heads, Deans, faculty and staff. External partners include governmental agencies, NGOs, other stakeholders, the public, and the press. He/she will organize and supervise IDRC sponsored
activities and will work with faculty and leaders to organize symposia and workshops and to foster/maintain very strong relationships with external laboratories in proximity to the IDRC (e.g. US CDC, and the National Wildlife Research Center). The Executive Director will also oversee the business incubator space within the IDRC. He/she will be responsible for assigning space to start-up companies and review their progress annually to determine renewal of leases, and optimal usage of that facility.

**Programmatic Oversight**

The Executive Director will oversee IDRC programs, which include researchers/scholars, Federal and nonfederal research projects, regulatory issues, and specialized support services. This person will establish and maintain lines of communication with and will be the primary contact for the IDRC with health and safety authorities.

**Fiduciary Oversight**

With suitable financial administrative support, the Executive Director will prepare, administer, and monitor large, complex budgets; coordinate financial and program management under the auspices of the Vice President for Research.

**Facility and Staff Oversight**

The Executive Director is charged with coordinating the management of the center with other CSU operations to maintain the IDRC as a national asset for the conduct of regional, national, and international research collaborations including the potential requirement to dedicate the facility to meet emergency national security needs. The Executive Director will demonstrate core institutional values by assuring the responsible conduct of research throughout the performance of his/her duties and the operation and management of specialized research facilities. The Executive Director is ultimately responsible for the training, safety, and security of the facility. The Executive Director will assign space and oversee inventory; manage, hire, train and motivate staff members through daily observation, hands-on interactions, and input; interact successfully and professionally with all members of the University community and with external sponsors, contractors, press, state and federal representatives and the public; and respond rapidly and effectively to the needs of constituents.

**Stakeholder Representation**

The Executive Director chairs the advisory committee for the IDRC composed of key stakeholders including the Animal Reproduction & Biotechnology Laboratory (ARBL), representatives of the College of Veterinary Medicine and Biomedical Sciences, including the Department of Microbiology, Immunology, and Pathology; and the Director of Laboratory Animal Resources.

This is a full-time, 12 month administrative professional position. A joint tenure track position at the appropriate academic rank may be associated with this position. The Executive Director will be appointed for a two-year term, and will be reviewed annually by the Vice President for Research. Reappointment is expected upon a satisfactory review of performance.
Annual Salary Range: $200,000-$250,000

Minimum Qualifications:
1) An advanced technical degree; MS in a related field or an MBA;
2) Minimum of 10 years academic, government laboratory, or industry experience, 5 of which is in a leadership role;
3) Experience with research and/or development of a (bio) pharmaceutical, diagnostic, or device for human or veterinary use, or of other life science products.

Preferred Qualifications:
1) A scientist with a Ph.D., DVM, and/or MD or equivalent degree;
2) Relevant experience in managing and coordinating BSL-3 biocontainment facilities, budgets and complex programs across multiple units;
3) A strong record of experience with infectious diseases, laboratory biosafety, and biosecurity;
4) Strong ties to both academia and industry;
5) Experience with translational discovery with diverse methods of funding;
6) Hands-on business development experience.

Application Process:

Applications and nominations will be considered until the position is filled; however, to ensure full consideration, applications should be submitted by September 28, 2015. Applicants should electronically send their application materials to https://jobs.colostate.edu. Materials should include a letter expressing their interest and qualifications for the position, a separate document outlining their vision for the programs. They should also include their curriculum vitae, and the names, mailing addresses, and e-mail addresses of at least three references. References will not be contacted until the applicant is notified. Applications are encouraged to visit the following web sites for more information: http://idrc.colostate.edu/. Questions can be addressed to Patsy Harlan @ Patsy.Harlan@colostate.edu Please note: All application materials should be submitted through the https://jobs.colostate.edu website and incomplete applications will not be accepted.

CSU is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history.

CSU is an equal opportunity/affirmative action employer, which complies with all Federal and Colorado State laws, regulations, and executive orders regarding affirmative action requirements in all programs. The Office of Equal Opportunity is located in 101 Student Services. In order to assist CSU in meeting its affirmative action responsibilities, ethnic minorities, women and other protected class members are encouraged to apply and should therefore identify themselves accordingly.