



Position: Program Director

Reports To: UIDP President

Date: December 20, 2019

About UIDP:

The UIDP, Inc (www.uidp.org) is a member-based, project-oriented, non-profit organization that helps universities and industry develop new approaches to working together. We provide our members with strategies to increase their success of university and industry (U-I) collaborations and research projects. UIDP is comprised of some of the finest innovation companies and best research universities in the world, representing a broad cross-section of industry sectors, organizations and academic institutions. A complete list can be found on our [website](#).

Position Summary:

This is an extraordinary opportunity for a candidate with the right background and understanding of the job to make a major contribution in advancing UIDP's initiatives and provide benefit to the members.

The UIDP is a leader in advancing academic-corporate partnerships and is currently completing its current's strategic plan phase and about to enter a new one. UIDP's Program Director, will work closely with the UIDP President, staff and member representatives to:

- articulate, communicate and manage the program strategy and mission to develop new opportunities to support the UIDP membership
- monitor contemporary issues affecting collaborations between the sectors and propose high impact initiatives to advance the UIDP's mission
- provide outstanding program development and successful implementation
- help lead and grow the organization
- contribute to external engagement with members and nonmembers
- make an important contribution advancing and achieving the strategic goals.
- develop and implement programs and projects that support the UIDP's vision and short- and long-term plans.

Scope of Work:

- ❖ Accountable for strategic initiatives and their execution including:
 - Identify new program opportunities and initiatives based on the candidate's understanding of contemporary university-industry matters.
 - Work closely with program host, UIDP member and staff to plan and develop scope, deliverables, required resources, work plan, and timing for new initiatives/opportunities.
 - Identify non-recurring funding opportunities that advance the UIDP's mission.
 - Develop grant applications and other documents and presentations.
 - Write cogent, high impact reports that demonstrate an understanding of the UIDP's operational areas.



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- Pursue stronger alignment with the international community in support of the UIDP mission and goals.
 - Promote UIDP's current initiatives and learnings to our internal and external communities.

 - ❖ Desired leadership skills and qualities:
 - Demonstrate and promote leadership courage by doing what is right. Instill confidence in associates and customers.
 - Dealing with ambiguity. Demonstrate agility and action orientation when facing change and uncertainty. Effectively manage change and instill confidence.
 - Influence others. Intuitively and quickly assess people and situations and act accordingly. Demonstrate strong persuasion and timing skills.
 - Conduct and encourage frequent formal and informal communication within the group to ensure full engagement and efficient operation.
 - Act as mentor for staff to provide valuable feedback, insight and support, while passing down wisdom and institutional knowledge.
 - Ability to work across multiple cultures and bridge gap between various UIDP constituencies, (Industry, Academia and Government).

Position Requirements:

- ❖ 5-7 years of relevant research, commercialization or professional business experience
- ❖ Excellent communication and interpersonal skills
- ❖ Preference for candidates possessing some background/understanding of U-I collaborations; experience in university or corporate strategy driving change initiatives is highly desirable
- ❖ Demonstrated ability to lead initiatives and independently identify, prioritize and successfully advocate for opportunities to drive growth or improve operating performance
- ❖ Demonstrated ability to develop and execute deep analysis that drives program improvement, growth opportunity identification, strategy development or technology decision making
- ❖ Ability to use sound, independent reasoning, and judgment to establish work priorities and be flexible to respond to constantly changing priorities and shifting deadlines in a fast-paced working environment
- ❖ Comprehension of computer skills & knowledge
- ❖ Advanced degree in a STEM discipline preferred

Additional Requirements:

- ❖ Strong relationship builder
 - ❖ Strong organizational skills and demonstrated capacity to develop and implement practical strategies, plans, and solutions to identified issues and problems.
 - ❖ Ability to work well with supervisors, co-workers, board members and external stakeholders.
 - ❖ Ability to work independently and to undertake supervisory responsibilities as needed.
 - ❖ Candidate must be willing to work with others in a spirit of teamwork and cooperation in support of the UIDP's mission.
 - ❖ Occasional travel (10%)
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Strengthening
University-Industry
Partnerships

UIDP is an Equal Opportunity and Affirmative Action Employer and a member of E-Verify.

Work Location: Columbia, SC

Job Type: Full-time, Exempt

Salary: Commensurate with experience

Benefits: Full range of benefits (dental, health, and retirement) are provided.

Please submit your resume to info@uidp.net. Applications will be accepted until the position is filled.