



**POSITION TITLE (NUMBER):** Program Manager, Space Science & Technology

**REPORTS TO:** President & CEO

**LOCATION:** Washington, DC

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**POSITION SUMMARY:**

Reporting to the President & CEO, the Program Manager for Space Science and Technology works closely with SURA member institutions, the space science research community, funding agencies, and other organizations to advance SURA's mission and space science and technology at large. Areas of emphasis include: managing program activities, both self-funded and externally funded, identification and development of potential new programs, and facilitating and sustaining communication among and between SURA program communities. This position will be committed to managing a multi-institutional, public-private partnership in the space sciences and physical sciences.

**MAJOR RESPONSIBILITIES:**

- Under the supervision of the President & CEO, oversees project resources for SURA's collaborative research initiatives involving the space science community, SURA member institutions, and NASA research centers. The SURA program manager will maintain close communication with his/her counterpart/s within corporate partners and the sponsoring agent or agencies.
- Works with the President & CEO in developing and maintaining associations and partnerships within the space science community that will benefit the SURA membership directly through enhanced collaborative opportunities. Identifies and recommends additional target areas as they evolve.
- Collects, monitors, and publicizes proposal opportunities. Disseminates notices of opportunities to the space science community and SURA membership and responds to inquiries regarding these opportunities.
- Works closely with internal and external partners, stakeholders, and SURA program Directors in the preparation of grant and contract proposals for submission to funding sources, including developing proposal budgets, obtaining required certifications and institutional assurances and endorsements.
- Negotiates externally sponsored grant and contract award documents. Drafts, negotiates, executes and monitors sub-awards. Ensures that award terms, and the terms of sub-awards to other entities, are consistent with SURA policies and funding agency requirements.
- Coordinates and facilitates on behalf of project teams to implement and support approved grants and projects. Works closely with other staff to ensure that effective, accurate, and efficient procedures are in place to achieve project goals, including the monitoring of performance and the production and provision of periodic reports.
- Provides input or develops documentation for SURA's space science activities including program subcontract work statements, business plans, white papers, papers submitted for publications, proposals, meeting presentations and abstracts, program policies and procedures, strategic planning documents, etc.
- Develops and maintains content for the space science portion of the SURA Web site, Program-specific Web sites, and SURA social media platforms to serve as the primary portal for information dissemination regarding SURA and its activities. Determines the information needs of SURA Web site users and coordinates with other SURA staff to implement Web-based technologies and information structures to meet those needs.
- May supervise program administrators, student interns, consultants, or contractors including responsibility for tracking budgets and deliverables for specific projects. May direct project teams.



- Performs other duties and assumes other responsibilities as assigned in support of SURA's goals, objectives, and programmatic needs.

**EDUCATION:**

- Advanced degree in the physical sciences, engineering or related field or equivalent combination of advanced education, experience, and training.

**TYPE AND AMOUNT OF SKILLS AND EXPERIENCE:**

- At least five years experience in design, planning, deployment, operation and management within a physical science or technology environment, with demonstrated success in project facilitation, leadership or management. Experience working with, or in, federal science agencies is a plus.
- Working knowledge of physical sciences and technologies, particularly related to the enabling of scientific advancements through the sharing of resources and expertise within distributed collaborative environments.
- Demonstrated ability to evaluate the impact of newly acquired knowledge and factor new understanding into activities in progress. Demonstrated ability to understand and explain scientific and engineering concepts from an end-user perspective.
- Demonstrated ability and experience in planning, organizing, prioritizing, coordinating, and facilitating activities with diverse internal staff and external collaborators. Ability to work independently while remaining supportive of team efforts and goals.
- Excellent interpersonal skills, discretion, judgment, organizational ability and initiative. Competency in problem solving, decision making, verbal and written communications, conflict resolution, and resource management.

**ABOUT SURA:**

SURA was established in 1980 by a small group of research universities to bid on the construction of a National Electron Accelerator Laboratory in Newport News, VA. SURA was subsequently selected by a joint Department of Energy-National Science Foundation committee to design, build, and operate what the Washington Post described in 1983 as "the most advanced experimental nuclear physics facility in the world."

Today, SURA consists of nearly 60 member universities and the laboratory is now known as the Thomas Jefferson National Accelerator Facility (Jefferson Lab). Since 2006 SURA has operated the Jefferson Lab, a Department of Energy National Laboratory, through Jefferson Science Associates, a joint venture with a commercial firm.

SURA helped to establish the original academic internet under funding from the National Science Foundation's 'NSFnet' program and continues to contribute to the nation's cyberinfrastructure as a partner in the NSF-funded XSEDE program. SURA also receives funding from NOAA for collaborative research on coastal and ocean phenomena and from NASA on a variety of science, engineering, and education programs at the Goddard Space Flight Center and Kennedy Space Center.

Interested applicants should send cover letter and resume to [jobs@sura.org](mailto:jobs@sura.org) or mail to: SURA, Office of Human Resource Services, 1201 New York Avenue, NW, Suite 430, Washington, DC 20005.

Visit [www.sura.org](http://www.sura.org) to learn more about SURA.

*SURA is an Equal Opportunity Employer, which includes providing equal opportunity for protected veterans and individuals with disabilities.*