



**Position Title:** Scientific Programs Officer

**Reports to:** AOTF Chief Executive Officer

**Aim of the Position** -- To advance the mission and vision of the AOTF by developing initiatives that build knowledge and research capacity for the science of occupational therapy, managing the scientific programs of the Foundation, and serving as the Foundation's scientific affairs representative.

### **Responsibilities**

- Develop, implement, manage, and evaluate the Foundation's scientific programs and ensure alignment with the Foundation's mission, vision, and strategic plan.
- Serve as the AOTF scientific programs representative to the AOTF's internal stakeholder groups: Scientific Advisory Council, Board of Trustees, and Academy of Research.
- Serve as the AOTF scientific programs representative to the AOTF's external stakeholder groups: occupational therapy partners (AOTA, NBCOT), external scientific community, organizations, associations, governmental agencies, and academic institutions.
- Engage the Foundation's key stakeholder groups in the work of the scientific programs of the Foundation.
- Promote the visibility, reputation, and support of the Foundation's research initiatives through programs, presentations and publications.
- Monitor the external environment for priorities and opportunities that build research capacity and advance the science of occupational therapy.

### **Examples of Duties**

- Develops, implements, and tracks activities of the grant programs.
- Collaborates with communications associate in newsletters and other communications.
- Coordinates meetings of key stakeholder groups.
- Nurtures relationships with the scientific community and donors to strengthen support for the Foundation.
- Prepares and presents reports to internal and external audiences.
- Prompt responses to inquiries related to the Foundation's programs.
- Plans, implements, and evaluates conference events.
- Proposes and coordinates new research initiatives.
- Oversees the fiscal and programmatic accountability of scientific programs.
- Serves on the leadership team of the Foundation that advises the CEO.

### **Education and Experience**

- Occupational therapy degree and Doctoral education (PhD, EdD, ScD, OTD) Note: A professional doctorate may be considered with accompanying experience in an academic or foundation setting.
- Ideally, an established scholar in an academic institution, including peer-reviewed publications.

### **Qualifications Required**

- Experience in working with the disability and rehabilitation communities, and familiarity with occupational therapy.
- Skills in program development, implementation and evaluation.
- Knowledge of institutions of higher education and funding institutions, particularly those with a research mission.
- Strong oral and written communication skills to both scholarly and non-scientific audiences.
- Willingness to travel on an irregular schedule to represent or implement Foundation scientific programs.
- Attention to detail in managing and monitoring programs.
- Experience in tracking trends in science, education, policy, and practice to inform strategic directions.
- Skills in collaborating with individuals and with groups, facilitating group process and decision-making, and networking with colleagues and representatives from diverse environments.
- Skills in developing and managing grant programs and related activities.

### **Working Conditions**

This position is a full-time, exempt position. Position will be based at the AOTF headquarters in Bethesda, MD.

### **Application Instructions**

Please send cover letter summarizing qualifications and Curriculum Vitae/Resume to Dr. Scott E. Campbell, Chief Executive Officer, AOTF, 4720 Montgomery Lane, Suite 202, Bethesda, MD 20814-3449 at [HRDept@aotf.org](mailto:HRDept@aotf.org) by December 1, 2016. Applications will be accepted until the position is filled.

*Note: AOTF does not discriminate on the basis of age, disability status, race, gender, nationality, sexual preference or religion in its hiring practices. AOTF complies fully with the employment laws of the State of Maryland and subscribes to best practices as an at will, non-profit employer. Employees who work more than 60% time may qualify for employment benefits.*