

# Project *Apis m.*

## Research Program Director

### Position Announcement

Honey bees help ensure the supply of diverse and affordable food such as fruits, vegetables, and nuts, through essential pollination services. Project *Apis m.* (*PAm*) is the go-to organization at the interface of research, honey bees, and agriculture. Since 2006, we have funded over \$12 million of honey bee research and \$2.9 million in forage programs. We are a 501(c)5 nonprofit organization operating remotely. We offer a collaborative, accountable, efficient, and flexible workplace. Join us and help make the lives of honey bees and beekeepers brighter!  
[www.ProjectApism.org](http://www.ProjectApism.org)

#### DEI Statement

Project *Apis m.* is committed to creating a purposeful and intentional virtual workspace for all employees and constituents. We are committed to inclusivity, learning, community, integrity, and humility. We recognize and celebrate the wealth of knowledge in our community and seek solutions that work for everyone, while understanding our limited capacity and the importance of reflection.

#### Position Summary

Under the direction of the executive director, the research program director connects *PAm* with the honey bee, pollinator, and forage research communities. They foster collaboration within the beekeeping and scientific communities and develop ambitious research that improves honey bee health outcomes and tools for beekeepers. They manage and direct all aspects of *PAm*'s research program, working with all team members to ensure the program meets goals outlined in the strategic plan. They follow all of *PAm*'s grants throughout their funding lifecycle and feed research updates to the community impact, development, and communications programs.

#### Primary Responsibilities

- Continually conceptualize how *PAm* will make progress on our mission and strategic goals through research.
- Attend and represent *PAm* at beekeeping and scientific conferences and stakeholder meetings. Present *PAm*'s research outcomes and progress, and funding opportunities to beekeepers, industry stakeholders, corporate sponsors, policy groups, government agencies, and the academic community to maintain favorable relationships, trust, and *PAm*'s positive image.
- Assist the executive director to keep *PAm* staff and board up to date on new scientific and beekeeping developments to identify research needs and gaps.
- Work with researchers to help develop applied research proposals and collaborative research ideas.
- Participate in annual planning for the program including budgeting, development plans, and lead the research program aspects of the annual staff retreat.

- Supervise program employees fostering a team-based culture that encourages communication, collaboration and collegiality
- Understand the laws and regulations of grantmaking to keep *PAm* compliant with our tax-exempt status.
- Support scholarship programs, increase reach, and develop new types of scholarship opportunities as funding is available
- Develop research priorities for RFP's, work with the executive director, collaborators, or funders to develop specific projects.
- Plan strategic distribution of RFP's and research related press releases, with communications staff support.
- Interface with *PAm*'s scientific advisors to set priorities and evaluation of research proposals
- Become proficient in using the grants database, work with operations director to improve and streamline database processes
- Work with operations director to complete the proposal review process; provide feedback to researchers, including comments from Science Advisors.
- Follow all projects through their funding life cycle and any resulting outcomes
- Work with development director to pitch topic areas for needed research to specific funders that they may support
- Oversee effective outreach to promote *PAm*'s research program including print and electronic media forms, presentations at national, state and regional industry meetings, and promotion in popular and trade press.
- Create and deploy a strategy to increase the reach of our RFP's and scholarship opportunities and diversify our applicants and awardees.
- Track research program metrics and provide metrics for annual reports, sponsor-facing impact reports, and other content, including for social media.
- Interpret and feed research results into communications, development, executive, and operational programs to be shared with all stakeholders, including beekeepers, the *PAm* board, and funders. Work with *PAm* team to develop annual slide decks for presentations
- Create and present research program reports for board meetings and sponsors including Costco and the National Honey Board.
- Maintain public-facing databases with summaries of objectives, outcomes, applications for beekeepers, and other deliverables such as published papers.
- Travel up to twice per year to visit and document research projects or interview students and researchers.
- Respond to research or RFP-related inquiries.

#### Desired Qualifications\*:

- Beekeeping Experience- a minimum of 5 years of relevant experience, and significant understanding and rapport with the commercial beekeeping community
- Scientific Literacy – BS required, MS or PhD preferred, equivalent combinations of relevant education and experience will be considered
- Topical Knowledge – a demonstrated understanding of honey bee research, the research community and beekeeping issues and challenges

- Facilitation and Coordination Experience – a demonstrated ability to effectively engage and organize various stakeholders to accomplish program goals.
- Communication Skills – demonstrated engaging and effective verbal and written communication skills.
- Analytical Skills – Demonstrated ability to use appropriate tools to report progress to internal and external stakeholders and interpret analysis to improve the program.
- Strategic Thinking – demonstrated ability to think strategically about sustainability and growth of PAm’s research program and the organization.
- Problem Solving – Demonstrated ability to use critical thinking to seek out, identify, and communicate solutions to problems as they arise.
- Technology-Proficiency with Microsoft suite, data visualization, project management and database software
- Adaptability – self-motivated ability to work independently and collaboratively with internal and external stakeholders.

*\* You need not have all these qualifications to apply, please highlight your experience in these areas in your resume and cover letter*

This is a full-time, exempt position. PAm operates remotely, some travel is necessary.

Annual Salary range \$65,000-\$75,000

Benefits

- 100% Remote work
- 100% medical coverage for employee, dependents may be added at employee’s cost
- 401K account matched up to 6%
- paid holidays, vacation, and sick time

To apply please email cover letter, resume and three references in one pdf to our operations director at [patty@projectapism.org](mailto:patty@projectapism.org) No calls please. The position is open until filled.

Organization Websites: [projectapism.org](http://projectapism.org) and [beehealthcollective.org](http://beehealthcollective.org)