Director of Research Operations
Job Description and Responsibilities

Job Description:
The Indiana Biosciences Research Institute (IBRI) is a nonprofit, independent research organization focused on metabolic disease and poor nutrition. Built to conduct research a better way – outside the confines of traditional academic research – IBRI invests in entrepreneurial research talent to pursue breakthrough and translational science to improve the health of individuals and the community in collaboration with others. The IBRI was inspired by Indiana’s leading global life science companies and academic research institutions that have a shared interest in attracting the best researchers from around the world to collaborate and work alongside their respective research and development teams to bring the next generation of medicines, diagnostics, devices and food products to market.

The Director of Research Operations (DRO) is a senior management position that reports directly to Executive Vice President of Strategy and Development. The DRO will work with the senior leadership team and the IBRI’s Research Fellows to establish and operationalize the appropriate and necessary research infrastructure to advance the mission of the institute. In addition, the DRO will also provide business services support to the Research Fellows to facilitate productive and sustainable research activities and external engagement.

Direct Reports:
To-be-determined. As the organization grows overtime, it is anticipated that the DRO would begin to develop a team of highly skilled individuals to support the scope of responsibilities under the purview of the DRO.

Roles and Responsibilities:

- **Research Infrastructure** – Work with IBRI Research Fellows and IBRI leadership to define, create, facilitate, manage, and oversee the IBRI’s research infrastructure including: research equipment, research supply chain, and research information technology infrastructure.

- **Facilities** – Provide management and oversite of the IBRI research facilities. Provide leadership and project management for the long-term facilities design and planning in consultation with senior leadership, consultants, developers and advisors.

- **Safety and Compliance** – Establish and manage necessary and appropriate safety and compliance policies for the IBRI.

- **Business Support Services** – Provide business support (e.g., project management, budgeting, external engagement and contracting support) to IBRI Research Fellows to facilities the effective and sustainable research activities and external partnerships (academic and commercial).