

Dear Colleague Letter – Deputy Division Director, Division of Materials Research (DMR) Employment Opportunity

DATE: August 2, 2016

The Directorate for Mathematical and Physical Sciences (MPS) announces a nationwide search to fill the position of Deputy Division Director, Division of Materials Research (DMR). Appointment to this Senior Executive Service position will be on a career basis with a salary range of \$160,300 - \$177,800.

The mission of DMR is to make new discoveries about the behavior of matter and materials; to create new materials and new knowledge about materials phenomena; to address fundamental materials questions that often transcend traditional scientific and engineering disciplines and may lead to new technologies; to build the knowledge base needed to enable the design of materials; to prepare the next generation of materials researchers; to develop and support the instruments and facilities that are crucial to advance the field; and to share the excitement and significance of materials science with the public at large. The knowledge gained through basic research will ultimately have broad impact on other fields of science and on the health, economic strength, and defense of society, while the research activity itself will contribute to the education of the Nation's advanced high-tech workforce.

Within the Division, the Deputy Division Director works with the Division Director in providing leadership and management to the Division's programs and assists the Division Director in carrying out Division-wide responsibilities such as the preparation of budget submissions for Congress, oversight and management of the Division budgets, scientific strategic planning and the recruitment of scientific staff. The incumbent also works closely with the Program Support Manager and Operations Specialist to provide leadership and guidance to administrative and support personnel within the Division. Externally, the Deputy Division Director represents the Division in a variety of NSF-wide and interagency activities related to research and education, and in interactions with the community. The Deputy Division Director assumes the Division Director's role in the absence of the Division Director.

The successful candidate will possess an established record of significant achievement in research administration as well as leadership responsibility in academe, industry, or government. In addition to having a strong record of research and education accomplishments within his or her technical communities, the Deputy Division Director must be experienced and competent in technical, financial, and administrative management. He/she must work well with people, be an effective communicator, and act as a mentor to continuously develop the diversity of talents and skills of his or her colleagues at all levels.

QUALIFICATION REQUIREMENTS

EXECUTIVE/MANAGERIAL

Essential

1. **Leading Change.** Demonstrated ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Includes the ability to establish an organizational vision and to implement it in a continuously changing environment.

2. **Leading People.** Demonstrated ability to lead people toward meeting the organization's vision, mission, and goals. Includes the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.
3. **Results-Driven Leadership.** Demonstrated ability to meet organizational goals and customer expectations. Includes the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
4. **Business Acumen.** Demonstrated ability to manage human, financial, and information resources strategically.
5. **Building Coalitions.** Demonstrated ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

PROFESSIONAL/TECHNICAL

Essential

1. Ph.D. or equivalent professional experience, or a combination of education and equivalent experience in materials research or a closely related field.
2. Substantial research contributions and strong evidence of scholarship in areas related to materials research as evidenced by publications, innovative leadership in research administration, and professional leadership and awards in these technical areas.
3. Skill in balancing complex and diverse program demands and available resources in response to major advances or changing needs of science and engineering research and technology.
4. Broad understanding of universities and other institutions where research and education in science and engineering is conducted including knowledge of grant administration and fiscal management with experience in materials research support.

Application Instructions: You may view the vacancy announcement (DMR-2016-0014) for this position at **USAJOBS**: <https://www.usajobs.gov/GetJob/ViewDetails/446426500>. Please submit a current CV accompanied by a cover letter and a supplemental statement that addresses the qualification requirements of the position. Applications should be transmitted electronically to execsrch@nsf.gov or mailed or delivered to the following address:

National Science Foundation
Executive Services Section
Division of Human Resource Management
4201 Wilson Boulevard Room 315 - DMR-2016-0014
Arlington, VA 22230
ATTN: Sandra DeLeon
(703)292-7493

General inquiries should be directed to:
Dr. Deborah Lockhart
Search Committee Coordinator
(703) 292-8800
dlockhar@nsf.gov

Sincerely,
Deborah Lockhart
Search Committee Coordinator

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