



Position Summary: The **Deputy Director** supports the Bipartisan Commission on Biodefense by leading biodefense policy analysis and research about the prevention, deterrence, preparedness for, surveillance and detection of, response to, attribution of, recovery from, and mitigation of naturally occurring, accidentally released, and intentionally introduced biological threats. This position reports to the Executive Director.

**Responsibilities:**

- Serves as Deputy Director and as Acting Executive Director in the absence of the Executive Director
- Leads development of and supervises the Commission's policy and research agendas, including identifying and recommending new policy and research areas, aligned with the *National Blueprint for Biodefense*
- Works with the Executive Director to ensure the policy and research agendas are aligned with the Commission's strategic goals.
- Serves as one of the Commission's leading biodefense experts
- Contributes to biodefense policy discussions as a recognized subject matter expert
- Designs, manages, and oversees policy and research projects, reports, and initiatives
- Supervises the Commission's policy and research associates
- Recruits and manages external consultants and contractors as needed to support Commission policy and research projects
- Represents the Commission at conferences, meetings with congressional staff, and in other events or discussions with other biodefense partners

**Required:**

- Management experience
- Ability to interact with high-level current and former elected and appointed government officials, industry leaders, etc.
- Possesses deep knowledge of current biodefense policy and research
- Proven track record of work in biodefense or biodefense policy
- Network of biodefense policy and research experts
- Deep knowledge of major governmental and nongovernmental biodefense policy issues
- Doctoral degree in biodefense or another area with application to biodefense – OR a master's degree in biodefense or other area with a minimum of seven years direct experience in biodefense policy or biodefense research

**Skills:**

- Capable of supervising and managing multiple tasks and people simultaneously in a fast-paced, rapid-growth, and high-intensity environment
- Ability to initiate and lead policy and research projects
- Ability to read, analyze, and synthesize data and research
- Ability to both analyze biodefense policy and turn biodefense policy ideas into policy proposals
- Ability and determination to proactively identify policy and research trends, and identify gaps in the field
- Excellent writing skills
- Rigorous strategic thinking and outstanding analytical skills
- Excellent communication skills
- Leadership skills
- Ability to manage self and others to produce work products on time or early
- Ability to work with others to achieve common goals
- Planning skills