



Position: FLC Executive Director

Reports to: AUTM CEO (Consultation with FLC Executive Board)

100% Remote Office. Must be able to work with majority of staff in Eastern and Central Time Zones.
U.S. based, with necessary domestic travel required (~20%)
U.S. citizenship is required due to federal laboratory interactions and funding source requirements.

COMPANY OVERVIEW:

AUTM is the nonprofit leader in efforts to educate, promote and inspire professionals – throughout their careers – to support the development of academic research that changes the world. AUTM’s community is comprised of more than 3,000 members who work in more than 800 universities, research centers, hospitals, businesses and government organizations around the globe.

The Federal Laboratory Consortium for Technology Transfer (FLC) is the nationwide network of over 300 federal laboratories, agencies, and research centers, that fosters commercialization, best practice strategies, and opportunities, for accelerating federal technologies out of the labs and into the marketplace (established under 15 U.S.C. §3710(e)). FLC positions are funded by a cooperative agreement that is awarded to and administered by AUTM (NIST Award #70NANB24H297).

AUTM Mission: To grow and advance technology transfer and knowledge exchange worldwide.

FLC Mission: To support federal laboratories in maximizing the impact of technology transfer for the benefit of the United States.

Position Description: The Executive Director serves as the chief operational leader of the FLC, translating the vision and policies of the FLC Executive Board into actionable programs, services, and resources. This role drives the day-to-day operations of the Consortium, leads a dedicated staff team, manages partnerships, oversees budget execution, and advances initiatives that strengthen federal technology transfer. The position operates in a collaborative, consensus-driven environment within a national network of federal labs, industry partners, academia, and government stakeholders. The fully virtual nature of the role supports flexibility while requiring strong virtual collaboration skills and availability for national time zones and in-person activities (e.g., annual meetings, board sessions, events, and stakeholder engagements).

ORGANIZATION CORE VALUES:

- Do the right thing, always
- Deliver results while delivering legendary service
- Think “team first” and be collaborative
- Treasure and protect our reputation
- Have a bias for action
- Take ownership

PRIMARY RESPONSIBILITIES:

- Lead FLC operations, including staff management, program delivery, event planning (webinars, national meetings, regional activities), and resource development (tools, guides, training).
- Serve as the primary spokesperson and ambassador for the FLC, representing the Consortium in communications, media, partnerships, and external engagements.
- Collaborate closely with the Executive Board, Agency Representatives, National Advisory Council, regional coordinators, and member labs to implement strategic priorities, including education, promotion, and facilitation of technology transfer.
- Oversee budget development and execution, grant/funding management, and compliance with federal requirements and FLC policies/bylaws.
- Foster relationships with federal agencies, non-federal partners (industry, universities, economic development organizations), and stakeholders to expand impact and opportunities for public-private partnerships.
- Drive innovation in FLC services, such as enhancing the FLC Business search tool, awards programs, member resources, and metrics/reporting on technology transfer successes.
- Manage communications, marketing, and outreach efforts to highlight federal lab innovations and the value of technology transfer.
- Ensure high-quality support for member labs in areas like licensing, partnerships, educational programming, and navigating commercialization challenges.
- Serve as a member of the AUTM Senior Leadership Team.

QUALIFICATIONS & SKILLS:

- **Education:** Advanced degree (Master's or Ph.D./JD) in a related field.
- **Experience:**
 - 10+ years of progressive leadership in technology transfer, intellectual property management, research administration, innovation/commercialization, or related fields.
 - Proven experience in **federal laboratories** or **government agencies** supporting federal technology transfer.
 - Demonstrated success leading teams, managing budgets, and executing strategic plans.
 - Experience in **interagency federal** technology transfer groups and activities.
- **Skills and Competencies:**
 - Strong understanding of federal technology transfer laws (e.g., Bayh-Dole Act 35 U.S.C. §200 *et. seq.*, Stevenson-Wydler Act, 15 U.S.C. §3701 *et. seq.*), regulations, policies, and practices.
 - Exceptional communication, interpersonal, and relationship-building skills for working with diverse stakeholders (technology transfer leaders and professionals, federal scientists, lab directors, industry executives, policymakers).
 - Proven ability to lead virtually, facilitate consensus, and drive results in a collaborative, non-hierarchical setting.
 - Experience with event planning, digital tools, data/metrics analysis, and public outreach.
 - High level of integrity, discretion, and commitment to public service and innovation for societal benefit.

COMPENSATION / BENEFITS:

The package includes a competitive salary, paid time off, holidays, and medical, dental, and vision benefits. remote office allowance and professional development training budget available.

- The salary range for this position is approximately \$150,000-\$200,000 annually.
- Two weeks (80 hours) of sick leave accrued annually on a semi-monthly basis.
- Four weeks (160 hours) of general PTO (commonly referred to as vacation) accrued annually on a semi-monthly basis.
- 100% employer-paid premiums for medical, dental, and vision coverage for employees, and 50% employer-paid premiums for dependents.
- Traditional 401(k) and Roth 401(k) options with up to a 5% employer match (match is Traditional 401(k) regardless of employee selection).

TO APPLY: Please submit your resume to this job board or submit it directly to resume@autm.net.