

## Job Description – Division Director



Rose Li and Associates, Inc. (RLA), a growing professional services firm based in Rockville, MD, seeks a full-time **Division Director** in our expanding Multimedia and Event Production Division. In this role, you will provide strategic and tactical leadership to help RLA and RLA's government, academic, and corporate clients move science forward, by overseeing our virtual event support, video productions, and other multimedia and technology efforts. Common across all these projects is the ability to manage simple and complex projects on time and within budget, communicate effectively with team members and external clients, and remain focused on the company's vision for sustainable growth while executing on the day-to-day requirements. The Director will play a key role in standardizing our operating procedures and driving business development.

If you are excited about being part of a growing enterprise and are passionate about moving science forward, producing high-quality work, and supporting a team effort, we invite you to read the specific responsibilities below and apply.

### **Job Responsibilities**

#### ***Team Leadership***

- Lead a team of Meeting Planners, Associates, and Technical Specialists in providing multimedia and event-related services for both virtual and in-person events to federal government, commercial, and nonprofit research organizations.
- Recruit, select, train, and support RLA Associates to meet client demands.
- Develop and maintain repository of policies, standard procedures, and best practices; execute strategies to continuously improve RLA's service quality.
- Develop new processes and systems, as needed, to maintain the highest level of customer service to RLA project managers and clients.

#### ***Strategic Planning and Business Development***

- Create and manage a marketing plan to help grow RLA's multimedia services portfolio.
- Keep abreast of industry or technology shifts that will impact RLA's service delivery and/or client requirements.
- Contribute and/or lead preparation of proposals pertaining to RLA's services.
- Collaborate with the RLA Business Development Team and Senior Leadership Team to integrate multimedia services, policies, procedures, and data with those from other RLA lines of business.
- Nurture and maintain client relationships across contracts.

#### ***Management and Oversight***

- Manage projects, ensuring delivery of high-quality products on time and on budget.
- Negotiate and execute agreements with consultants, subcontractors, and vendors.
- Monitor and regularly report on project and team status to the CEO.
- Maintain contract compliance, working closely with Contracts and Finance Teams for accurate and timely invoicing and reporting.

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- Work with clients and staff to resolve conflicts when necessary.
- Support quality review and support of events or projects as needed.

### **Job Qualifications**

#### ***Required Skills and Experience***

- 4+ years leading teams to execute on federal contracts and projects
- Exceptional verbal and written communication skills
- Professional presence with clients and staff
- “Can do” attitude and ability to work well in a fast-paced team environment
- Strong organizational skills and ability to prioritize and complete multiple tasks simultaneously, on time, and with limited oversight
- Strong critical thinking and problem-solving skills
- Demonstrated experience in building systems and policies
- Ability and willingness to commute regularly to Rockville office and periodically attend meetings throughout the greater Washington, DC, region (after current pandemic restrictions are lifted)
- Ability to meet and maintain requirements of National Agency Clearance with Inquiries (NACI) and installation access requirements for Fort Detrick
- Proficiency with Microsoft Word, Excel, PowerPoint, Outlook, Adobe, etc.
- Minimum education/experience:
  - Bachelor’s degree from an accredited university plus at least two years of supervisory experience

#### ***Preferred Skills and Experience***

- Facility for setting up and managing virtual conferences using multiple platforms (e.g., Zoom, WebEx, Teams)
- Expertise and experience in deploying audiovisual and multimedia technology for in-person, virtual, and hybrid meetings
- Experience with SharePoint and other project management software

### **Compensation and benefits**

RLA offers competitive compensation, based on experience. Our benefits package is generous and includes paid time off, all federal holidays, health insurance, short- and long-term disability and life insurance, 401(k) company match, and profit-sharing plan.

### **Application Process**

To submit an application, please provide your resume and a cover letter detailing your affinity for team leadership, strategic development, and system building to [careers@roseliassociates.com](mailto:careers@roseliassociates.com).

Qualified applicants will complete at least one screening interview, an in-depth in-person interview, and a trial task.

**About Rose Li and Associates, Inc. (RLA)**

Since our inception in 2003, RLA has developed a reputation for delivering outstanding research and writing services to research-centric organizations, with a focus on biological, health, and social sciences. We are a woman- and minority-owned small business specializing in science writing, research and analysis, conference services, and program management support.

For more information about RLA, visit our website at <https://roseliassociates.com>.

RLA is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, ethnicity, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.