

**HOWARD HUGHES MEDICAL INSTITUTE
CHIEF OF INFORMATION TECHNOLOGY**

<https://www.hhmi.org/>

The Organization:

Howard Hughes Medical Institute (“HHMI” or the “Institute”) advances the discovery and sharing of scientific knowledge to benefit us all. Founded in 1953, HHMI is one of the world’s largest biomedical research organizations and philanthropies that supports a vibrant community of researchers, educators, students, and professionals. Together, we’re unlocking the fundamentals of biology and building an open, inclusive future for science.

Our Vision

Research breakthroughs can lead to better health, improved quality of life, and a more sustainable future for us all. It all begins with basic science. HHMI’s vision includes a focus on discovery science; diversity, equity, and inclusion; and public engagement.

HHMI’s research programs:

- Accelerate the success of HHMI scientists located at dozens of universities and research institutes.
- Develop new tools, methods, and experimental approaches to solve key biological questions at our Janelia Research Campus.
- Foster a culture of open science, with HHMI lab heads making new research articles freely available and exploring new ways to share data and evaluate science.
- Value inclusive mentoring and work to build healthy lab environments.

HHMI’s Center for the Advancement of Science Leadership and Culture:

- Transforms science education to better support undergraduate and graduate students from all backgrounds.
- Provides professional development to improve the experience of science for all.
- Develops strategic initiatives and partnerships to integrate HHMI’s commitment to diversity, equity, and inclusion into scientific research and programs.
- Drive improvements in research culture by using evidence-based methods.

HHMI encourages experiencing science through:

- BioInteractive, a program that provides real science, stories, and data for instructors to invite students to explore the living world.
- Tangled Bank Studios, our production company dedicated to crafting compelling, immersive films about science and scientists.
- Journalism partnerships that promote clearer understanding of science and how it works.

The Role:

Location: Chevy Chase, Maryland (right outside of Washington, DC)

Reports to: Vice President and Chief Operating Officer

Position Summary:

The Chief of Information Technology (“IT”) is HHMI’s most senior leader and strategist directly responsible for the vision, planning, provisioning, and optimization of business information systems and information technology infrastructure and services. This includes enterprise business systems and capabilities, data storage and architecture, information security, systems-related risk and compliance, data analytics, technology support services, and project and change management.

As a member of HHMI’s operational leadership team, the Chief of Information Technology reports to the Vice President and Chief Operating Officer and collaborates closely with other leaders across the Institute to develop and execute a shared vision of technology solutions that authentically reflect and pragmatically advance HHMI’s vision, mission, values, and organizational needs.

This role requires a strategic mindset, strong collaboration and relationship-building skills, a dynamic communication style, and deep expertise in technology and operational strategy.

Essential Duties and Responsibilities:

The Chief is responsible for leading and inspiring a department of 90+ staff, managing day-to-day operations and an annual budget of approximately \$45M.

- **Strategic Vision-** Serve as a strategic thought partner to the Vice President and Chief Operating Officer, President, and other leaders regarding HHMI’s information technology resources and capabilities. Develop IT department’s strategic vision; implement and track strategic goals and objectives.
- **Talent Management-** Recruit, develop, and retain a high-performing IT team. This includes cultivating a culture of collaboration, innovation, and professional development.
- **Financial Acumen-** Provide oversight of IT budget planning, resource allocation, and cost-effective management, ensuring IT initiatives align with organizational priorities and deliver maximum value. Oversee the preparation and management of contracts and budgets in a fiscally responsible manner.
- **Relationship Management-** Build and maintain mutually supportive relationships with all levels of management and staff, and with third parties (e.g., suppliers) as appropriate. Communicate complex technical information to non-technical constituents to increase the understanding and buy-in for IT initiatives and ensure alignment across operational departments, Janelia Research Campus, and HHMI programs.
- **Innovation and Technology Trends-** Stay at the forefront of emerging technology trends, leveraging the latest industry insights to drive efficiency, competitiveness, and innovation within HHMI’s IT department and in support of HHMI programs and operational needs.

- **Risk Management-** Mitigate IT-related risks by implementing and maintaining robust cybersecurity strategies and measures to safeguard HHMI's data and technology assets.
- **IT Services-** Ensure that operational informational technology services, including support for business systems following implementation, are delivered optimally and in keeping with operational needs and HHMI policies and procedures. Oversee infrastructure, systems engineering, administration, capacity planning, data management, technical support, and security/reliability at the Institute's Headquarters, Janelia Research Campus, and host sites operations offices.
- **Portfolio Management and Capabilities-** Oversee the selection, design, development, implementation, integration, upgrading, maintenance, and migration of enterprise-wide systems and applications in the product portfolio. Foster the Agile methodology and ensure prioritization and management of projects, systems, and resources relative to delivering Institute value. Build capabilities in product portfolios of teams including Business Systems, Collaboration, Science, and Investments.
- **Compliance, and Governance-** Ensure that HHMI policies, procedures, and guidelines relating to information technology, including IT security, disaster recovery, backup procedures, and privacy are kept up to date. Adhere to relevant regulations and internal governance standards to safeguard HHMI's compliance posture and reputation.
- **Enterprise Architecture-** Oversee HHMI's Enterprise Architecture Program; ensure proactive and holistic enterprise responses to IT infrastructure and application solution changes that are consistent and governed to address desired Institute vision and outcomes.
- **Change Management and Digital Transformation-** Ensure the sustained integration and adoption of new systems by maturing the framework and capability needed to effectively manage organizational change related to technology implementations.

Qualifications:

Education:

- A bachelor's degree is required; an advanced degree is strongly preferred.

Experience:

- Minimum 15 years managing and leading technology functions and solutions in a highly complex, multi-site organizational structure, preferably in an academic research or scientific setting.
- A solid understanding of Workday's technology and solutions is preferred.

Skills and Abilities:

- Passion for HHMI's unique vision, mission, values, and impact.
- Excellent strategic vision and experience implementing successful technology solutions in partnership with scientists or other technical leaders. An understanding of biomedical science and academic research science is preferred.
- Coalition-builder with a record of success as a dynamic, highly organized, and collaborative leader in a complex, mission-driven organization with numerous and distributed stakeholders, shared decision-making, and often rapidly shifting priorities.
- Strong experience with recruiting, retaining, and fostering a robust, autonomous, and highly collaborative team.
- A record of creative management and a strong commitment to your own and the team's personal and professional development.
- Forward-thinking, boldness in adopting new technologies and adapting to industry trends.
- Superb communication skills, both written and oral.

- An aptitude for using quantitative and qualitative data in making decisions and measuring success.
- Proactive and consultative approach with a service orientation, exceptional diplomacy, discretion, and interpersonal skills. Ability to engage and persuade others as a trusted colleague.
- Active listener who is responsive and exhibits strong leadership through change and ambiguity.

Compensation and Benefits:

- HHMI employees are compensated from a total rewards perspective in many ways for their contributions to our mission, including competitive pay, exceptional health benefits, retirement plans, time off, and a range of recognition and wellness programs.
- The Chief of Technology and Solutions compensation range is \$323,420.00 - \$404,275.00 - \$525,557.50.
- HHMI's salary structure is developed based on relevant job market data. HHMI considers a candidate's education, previous experiences, knowledge, skills, and abilities, as well as internal equity when making job offers. Typically, a new hire for this position in this location is compensated between the minimum and the midpoint of the salary range.

Physical Requirements:

While performing the duties of this position, the employee will work in an office setting and will travel to attend meetings and conferences and make presentations. The employee must be able to operate computers and related office equipment. The position requires mobility, including the ability to move materials weighing up to several pounds (such as a laptop computer or tablet). The ability to communicate and exchange information with others is required.

Persons with disabilities may be able to perform the essential duties of this position with reasonable accommodation. Requests for reasonable accommodation will be evaluated on an individual basis.

Please Note:

This job description sets forth the job's principal duties, responsibilities, and requirements; it should not be construed as an exhaustive statement, however. Unless they begin with the word "may," the Essential Duties and Responsibilities described above are "essential functions" of the job, as defined by the Americans with Disabilities Act.

Equal Opportunity

We Encourage All to Apply:

HHMI is committed to equal opportunity in employment. All qualified applicants will receive consideration for employment without regard to race, color, age, national origin, religion, sex (including pregnancy, childbirth, or a related medical condition), gender, sexual orientation, gender identity or expression, military or veteran status, physical or mental disability, ancestry, ethnicity, genetic information, genetic status or characteristic, citizenship, marital status, or other legally protected status.

Requesting Accommodation:

If you need accommodation to help navigate the recruitment process, please contact RecruitingAccommodations@hhmi.org. All information you provide will be kept confidential and will be used only to the extent required to provide reasonable accommodation.

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To learn more about this opportunity, please contact:

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