

POSITION DESCRIPTION

Title:	Bioindustrial Director, Programs
Employee:	TBD
FLSA Status:	Exempt, Full-Time
Reports to:	Senior Director of Science & Technology
Location:	Bioindustrial Center, Waseca MN (preferred)
Avg # travel days per month	4-6
Salary Range:	\$90,000 - \$95,000

Job Summary

The Bioindustrial Director provides operational leadership for AURI's bioindustrial portfolio of programs, projects, and externally funded initiatives. This position executes practices that maintain visibility across project status, timelines, budgets, risks, resource needs, and outcomes that lead to measurable results. This position furthers approved strategies and priority-area objectives into actionable workplans, milestones, reporting routines, and cross-functional team processes, integrating business and technical project delivery with client intake support, stakeholder engagement, and program-level reporting. Working closely with scientists, business development directors, senior leadership, and external collaborators, this role serves as an operational support function for AURI's bioindustrial programs — helping translate organizational strategy into executed, impactful work across topical areas including coproducts valorization, biomaterials and biobased products, biogas and anaerobic digestion, nutrient recovery, hemp and fiber processing, drying/dewatering, biomass densification, feed, fertilizer, etc.

Key Responsibilities

1. Program Strategy, Alignment, and Accountability (30%)

- Ensures individual projects are aligned with AURI's strategic priorities across the bioindustrial area, with mission impact goals and economic development targets.
- Manages implementation planning of AURI's bioindustrial strategy — including topical area charters, priority area initiatives, and multi-year roadmaps — by developing actionable program plans with clear objectives, milestones, resource needs, and success metrics.
- Maintains portfolio visibility across active and developing bioindustrial projects; identifies interdependencies, resource constraints, risks, and strategic gaps; and prepares information and recommendations for leadership.
- Conducts program-level analysis over time, identifying trends, areas of concern, and opportunities to inform leadership about resource use and program focus.
- Prepares program-level performance reports — including outcomes, economic impact data, and return on investment — for AURI leadership, board communications, and external stakeholder reporting.
- Facilitates alignment between technical project work and business development objectives through coordination with scientific and commercialization teams, including leading team calls, portfolio updates, and cross-functional communication.

2. Project Execution and Delivery (30%)

- Facilitates and coordinates among multidisciplinary teams to plan, execute tasks, and deliver AURI client projects, public initiatives, and externally funded programs within the bioindustrial priority areas.
- Helps develop project plans — including scopes of work, budgets, task-level timelines, milestone-level critical paths, and resource roles/responsibilities — to ensure team alignment and accountability awareness.

- Creates and actively manages project budgets in NetSuite, including expenditure tracking and regular budget reporting to principal investigators and senior directors.
- Proactively manages project scope; identifies potential issues, risks, and barriers; develops contingency plans; and drives resolution to keep projects on track.
- Facilitates contracting efforts with AURI's Contracts Coordinator and external partners for contracted service projects, industry analyses, and special projects.
- Leads the development of funded project proposals, grant applications, and external reporting deliverables upon request.
- Produces clear, timely status reports — verbally and in writing — and adheres to all timelines and deadlines.
- Provides constructive feedback to project team members and fosters a culture of shared accountability and high performance.

3. Client Pipeline, Intake, and Industry Engagement (20%)

- Administers the bioindustrial client intake process, scopes projects with milestones/metrics in alignment with the internal team for successful execution, provides an interface with the administrative team as it relates to invoicing, change orders, and contract management; and tracks client progress to support responsiveness and continuity.
- Ensures project records are complete, review-ready, and supported by required approval documentation.
- Prepares and facilitates pipeline review materials, working with leads to assess pipeline status, readiness, timing, velocity, and strategic alignment.
- Monitors client and referral information in CRM; ensures data quality and completeness for reporting and analysis.
- Gathers and synthesizes industry and market information from internal and external sources to inform program planning, identify emerging opportunities, and support internal decision-making.
- Assists in the collection and reporting of project information to illustrate the economic impacts of AURI's bioindustrial services.

4. Stakeholder Relationships, Outreach, and Ecosystem Development (10%)

- Furthers the development and maintenance of strategic partnerships with external collaborators — including universities, industry partners, commodity organizations, government agencies, equipment manufacturers, and granting organizations — to advance AURI's bioindustrial projects and initiatives.
- Works collaboratively with the Director of Marketing and Connects Manager to disseminate program outcomes, develop case studies, and plan related AURI Connects activities (e.g., Minnesota Renewable Energy Roundtable, Fields of Innovation, webinars, and demonstration events).
- Represents AURI with stakeholders to communicate its bioindustrial mission, goals, services, outcomes, and facility capabilities, in coordination with leadership.
- Participates in meetings and presentations, supports exhibiting at industry conferences and trade events, and engages with clients, stakeholders, and the general public as part of assigned program activities.
- Supports AURI's relationships with commodity promotion councils, agribusinesses, economic development organizations, and other external bodies relevant to the bioindustrial portfolio.
- Supports the biennial stakeholder analysis process, including management of the stakeholder profile database for bioindustrial areas.

5. Other Responsibilities (10%)

- Special projects and/or tasks as assigned.

Qualifications

Required

- Bachelor's degree in project/program management, agribusiness, agricultural science, engineering, or a related field and three or more years of recent experience in progressive program or project management, including managing a portfolio of concurrent projects.
- Strong analytical skills: ability to assess portfolio performance by establishing metrics to identify trends and risks, and translate data into strategic recommendations.
- Demonstrated ability to lead program outcomes and drive progress beyond discrete tasks but across projects in complex, multi-stakeholder environments.
- Experience facilitating and working with multidisciplinary teams across technical and business functions.
- Experience managing project budgets, grant-funded programs, and external reporting requirements.
- Experience with stakeholder engagement.
- Knowledge of the agricultural industry, with particular relevance to bioindustrial products, renewable energy, coproducts, or related sectors.
- Clear oral and written communication skills and excellent interpersonal skills.
- Meeting facilitation and convening experience.
- Demonstrated organization, record-keeping, and attention to detail.
- Proficient with Microsoft products.
- Valid driver's license and personal transportation.

Preferred

- Master's degree in a related field.
- Project Management Professional (PMP) certification or equivalent credential (e.g., PgMP, CAPM).
- Direct experience in agricultural processing, biobased product development, renewable energy, or pilot-scale operations.
- Program analysis and evaluation experience.
- Familiarity with federal and state grant programs relevant to agriculture and bioindustrial innovation (e.g., USDA, MDA, LCCMR).
- Proficiency in and experience working with CRM systems and project management software (e.g., NetSuite).