

Max-Planck-Institut für Molekulare Zellbiologie und Genetik (MPI-CBG)



The Max Planck Institute of Molecular Cell Biology and Genetics (MPI-CBG) in Dresden, Germany, is an international research institute focused on cell and developmental biology. The adjacent Center for Systems Biology Dresden (CSBD) pursues a mission to advance biological discovery through innovative and cutting-edge mathematics, physics, and computation. Currently about 500 employees from over 50 countries work at the institute in a highly collaborative and curiosity-driven environment. Our research programs are interdisciplinary and span multiple scales of magnitude, from molecular assemblies to organelles, cells, tissues, organs, and organisms. MPI-CBG has twice been awarded the title “Best Place to Work” (Academia and postdocs) by the journal “The Scientist”. Employees appreciate the collegial atmosphere, as well as the family-friendly and flexible working conditions. The official language of the institute is English.

Mathematical Research & Collaborations Manager (m/f/d)

City: Dresden; Starting date (earliest): At the earliest possible; Duration: 2 years; Remuneration: Salary and benefits according to qualifications and experience, based on the public-sector wage agreement (TVöD Bund); Reference number: 2025-Mathematics-ResearchManager-1120; Closing date: 20/07/25

Working field

We are seeking a proactive, analytically sharp and strategically minded person to join our mathematics-led research team at the interface of the life sciences. In this key position, you will ensure the scientific and operational success of a dynamic group by managing collaborative research projects and grants, coordinating scientific communication and events, and shaping direction and culture. This position is ideal for a mathematically fluent individual who thrives at the intersection of research, planning, and people—able to maintain clarity amid complexity, ruthlessly prioritize, and deliver compelling results on a timeline. You ensure mathematical science initiatives run smoothly, collaborations are cultivated, and internal operations align with long-term vision and impact.

About the Research Group

Our Algebraic Systems Biology group led by Prof. Dr. Heather Harrington creates mathematical approaches for complex biological systems. We foster a culture of creativity, curiosity, precision, accuracy, excellence and thoughtfulness. We pursue both fundamental research and real-world scientific impact. Collaboration is the heart of our research model—both within the group and with internal, national and international institutions, including other Max Planck Institutes and leading universities.

Your Responsibilities

You will work closely with the Director and group leadership to ensure that research activities, external collaborations, and internal systems run smoothly and strategically. Specific tasks would cluster into key areas:

1. Research Grants & Scientific Network Management
 - Manage the setup, progress, and completion of collaborative research projects and grants, from pre-award (planning to submission) to post-award (deliverables and reporting).
 - Track research themes and external engagement priorities to align team direction with funding and visibility goals.
 - Forecast scientific resource needs (e.g. staffing bandwidth, budget milestones).
 - Triage incoming scientific communications (e.g. collaboration interest, visitor requests, invitations) and support the Director's prioritization.
 - Maintain and continuously improve an up-to-date CRM/database of scientific contacts, collaborators, and outputs.
2. Scientific Programming & Collaboration Coordination
 - Coordinate briefings and strategic summaries for the Director on research collaborations and scientific partnerships.
 - Capture outcomes from research visits, talks, and workshops to inform strategic decisions.
 - Lead the scientific planning and logistical execution of workshops, seminars, and conferences, ensuring alignment with strategic goals.
 - Coordinate speaker selection, format, and timing with the Director and team.
 - Strengthen the group's collaboration opportunities and visibility through network coordination and event impact evaluation.
3. Internal Coordination & Operational Liaison
 - Oversee internal project tracking systems, meetings, calendars, and internal cadence cycles across all team members to support the group's strategic planning and research outcomes.
 - Liaise with institute-level administration, facilities, and the Chief Operating Officer.
 - Coordinate hiring timelines, probation, and research feedback structures.
 - Participate in leadership activities, grant discussions, and team planning.
 - Contribute to the broader research culture by helping surface opportunities and identify issues, delays and bottlenecks.

Requirements

We are looking for someone who combines scientific fluency with strategic and operational strength. The following elements are essential for success in this role:

Required Qualifications

- Master's or PhD in mathematics, physics, computational biology, bioengineering, or a related field with strong analytical or modeling focus.
- At least 4 years of experience in scientific research, research coordination, or academic project management.
- Excellent organizational and analytical thinking skills.
- Confident and clear communicator with strong interpersonal skills.
- Familiarity with academic funding structures and collaborative grant writing.
- Comfortable with databases, project tracking tools, and automated digital workflows.

Preferred Experience

- Experience with the German or EU research funding landscape (e.g. DFG, ERC, BMBF).
- Understanding of academic structures, including postdoc/PhD supervision.
- Enthusiasm for coding, automation, or agile coach/ systems.
- Intellectual curiosity and enthusiasm for interdisciplinary science.

What we offer

- An initial 2-year fixed-term contract, with a long-term perspective for the right candidate.
- Salary and benefits according to qualifications and experience, based on the public-sector wage agreement (TVöD Bund).
- A dynamic and supportive international research environment.
- The opportunity to shape and support pioneering interdisciplinary research.
- Structured onboarding, access to professional development opportunities, and a collaborative institutional culture.
- Attractive pension plan via VBL (Federal and State Government Employees' Retirement Fund)
- Discounted job ticket (VVO) and good public transport connections
- Support for a positive work-life balance, including assistance with family and childcare matters

Application

Please submit your complete application materials via our online application system stating

2025-Mathematics-ResearchManager-1120 at <https://careers.mpi-cbg.de> by 20 July 2025.

The following materials should be included:

- Cover letter indicating motivation to apply for the position
- CV
- Academic and professional certificates
- Contact details of 2 approachable professional references

Applications will be reviewed on a rolling basis until the position is filled. For initial inquiries about the scientific direction of the position, please contact Heather Harrington via harrington@mpi-cbg.de. Questions about the contract or compensation can be addressed to Brian von Rueden, Head of Human Resources, via hr@mpi-cbg.de.

- The Max Planck Society strives for gender equality and diversity. We welcome applications from all backgrounds, regardless of gender, nationality, ethnicity, sexual orientation, religion, age, and other components of identity.
- The Max Planck Society specifically aims to increase the proportion of women in the areas in which they are underrepresented. We therefore explicitly invite women to apply.
- The Max Planck Society is further committed to increasing the number of individuals with disabilities in its workforce and therefore encourages applications from such qualified individuals.
- The Max Planck Society supports the compatibility of family and career and is certified according to the "berufundfamilie" ("job and family") audit.
- When you submit a job application to MPI-CBG, you are transmitting personal data. Please refer to our privacy notice for information on how we collect and process personal data in accordance with Art. 13 of the Datenschutz-Grundverordnung. By submitting your application you confirm that you have taken note of the information in our privacy notice.

More information at <https://stellenticket.de/195840/LUH/>
Offer visible until 30/07/25

