

JEFF FORTHOFER

428 Surry Rd, Ellsworth, Maine 04609

jeff.forthofer@jax.org

t: 207-288-6275 m: 207-812-6223

Professional Profile

- Associate Director with more than 17 years of lab operations, budget, and personnel management experience.
- Effective communicator with a consistent track record of establishing and maintaining productive, cooperative intra-departmental relationships.
- Self-confident, positive personality with large streaks of humor and energy mixed in.
- Electronics Engineer with extensive technical background in scientific instrumentation, resource planning, and project management.
- Innovative and forward-looking with a penchant for identifying opportunities to maximize the effectiveness of technologies, facilities, and personnel.
- Broad and relevant institutional, departmental, and organizational knowledge of The Jackson Laboratory.

Professional History & Highlights

2023 - Present: Associate Director Scientific Instrument Services

- Continued coordination of Scientific Services capital budget planning and execution
- Developed life-cycle capital equipment replacement plans for Scientific Services
- Operational and strategic planning for growth of the Fabrication Service and Automated Liquid Handler Support Service

2011 – 2023: Senior Manager of Scientific Instrument Services, The Jackson Laboratory, Bar Harbor, ME

- Coordinated capital budget planning (~\$5M annually from 2013 - 2023) for all of the Scientific Services at both the Bar Harbor and Farmington campuses.
- Advocated for and achieved Scientific Instrument Services staff expansion at JAX-GM.
- Identified, negotiated prices, purchased, installed, and validated all shared equipment as part of the JAX-GM initial fit-out (~\$4M in 2014).
- Established and staffed the Shared Equipment and Equipment Repair Service at JAX-GM
- Established the Fabrication Service in 2018

- Established the Automated Liquid Handling Support Service in 2021
- Identified potential -80C cold storage capacity and space bottlenecks at JAX-GM in advance of any actual issues, which allowed for facilities modifications to accommodate anticipated short-term growth.
- Coordinated the initial fit-out of numerous faculty labs, the Mouse Neurobehavioral facility, the Animal BSL2 facility, the East Research Building BSL2 facility, Bldg. 3 reprogramming (twice), the Viral Vector Core, Mass Spectrometry, among others.

2008 – 2011: Manager of Infrastructure Services, The Jackson Laboratory, Bar Harbor, ME

- Coordinator of capital budget and service contract planning for all of the Scientific Services.
- Increased staffing and custom fabrication capabilities to include milling machinery.
- Began standardizing equipment models to be selected for shared equipment an Scientific Service to leverage purchasing discounts on equipment and maintenance items

2004 – 2008: Instrument Engineer, Equipment Repair Service, The Jackson Laboratory, Bar Harbor, ME

- Identified, negotiated prices, purchased, installed, and validated all shared equipment as part of the East Research Building and the Functional Genomics Building initial fit-outs.
- Identified, negotiated prices, purchased equipment required for the fit-out of the Glassware Facility.
- Established the first phase of custom fabrication capabilities needed by research labs and other groups at JAX.

1998- 2004: Instrument Repair Technician, Equipment Repair Service, The Jackson Laboratory, Bar Harbor, ME

- Established the Equipment Repair Service for the in-house repair, maintenance, and management of shared scientific equipment.
- Built technical expertise and staffing capacity to address the numerous maintenance and repair requirements for the wide variety of scientific instruments deployed at JAX
- Began the managing the Glassware Service (2001)

1997 Part-time Technical Instructor, ITT Technical Institute, Framingham, MA

- Taught evening classes in electronics theory and applications to students seek an associate degree in engineering technology.

1993-1995 Design and Development Engineer, Bose Corp., Framingham, MA

- Coordinated the manufacture of the cassette tape version of the Acoustic Wave Music System
- Responsibilities included overseas travel to vendor locations, plus frequent interaction with and direction of engineers in Japan, technicians and laborers in Malaysia, and colleagues in the U.S.

1986-1993 Design and Development Engineer, Magnavox Electronic Systems Co., Fort Wayne, IN

- Designed and developed radio technology and support instrumentation for use by the US Armed Services.
- Achieved successful demonstrations of Low Probability of Intercept technology for stealth operations.

- Progressed from entry-level engineer to lead design and development engineer.

1983-1986 Co-operative Education Employment, Magnavox Electronic Systems, Fort Wayne, IN

Education

Bachelor of Science in Electrical Engineering, University of Cincinnati, 1986

On-going management training provided by the Jackson Laboratory in Bar Harbor, Maine (since 2005)