



EXECUTIVE DIRECTOR

About Life Science Cares

No sector consistently exemplifies economic growth in our region more than the life science industry. While these companies work tirelessly to create lifesaving drugs and technologies, they also acutely realize that living in poverty is often as debilitating as any disease. Life Science Cares was founded nearly seven years ago to combat the disparities that surround us. Through Life Science Cares we provide a platform for life science companies and their employees to efficiently invest their time and resources to reduce the burden of poverty.

We recognize that going beyond compassion, to truly and measurably helping our neighbors, many of whom are struggling to meet even their most basic needs, is a skill and shared passion that we can harness.

We do this not by ourselves but rather by, directly connecting our industry's human and financial resources to support the very best locally-based nonprofit organizations. Together, we focus on providing access in three areas: basic needs, education and opportunity.

Since our founding in 2016, we have witnessed significant year-over-year growth coming from a broad base of corporate and individual donors through direct appeal, major gift solicitation, corporate partnership, and event involvement. This has allowed us to consistently increase our local investments and deepen our impact.

For more information about Life Science Cares, please see <https://www.lifesciencecares.org/>.

About the Role

If you're interested in leading a fast-growing nonprofit organization harnessing the life science industry's resources to fight poverty, this is the opportunity for you. Life Science Cares Boston is hiring an Executive Director in order to build on the roadmap for growth, create transformative change for low-income families throughout the region and capitalize on the organization's community investment goals.

The Executive Director provides leadership and oversight of all activities related to fulfilling Life Science Cares mission and its sustainability in Boston. The Executive Director is responsible for the overall strategic and operational planning, revenue generation, grantmaking and community investment, financial management, organizational development, staff management, marketing and public relations.

The Executive Director for the Boston affiliate reports to the National President, leverages the leadership of the local affiliate's Board of Directors, and oversees a staff team of six. Life Science Cares Boston was the founding site of Life Science Cares, which today includes four additional affiliates (New York City, Philadelphia, San Francisco Bay Area and San Diego.)

We're looking for someone who's dynamic, entrepreneurial, passionate and collaborative who will lead a team of staff and volunteer leaders to continue to grow Life Science Care's impact in the region. The ideal candidate demonstrates an excellent level of community leadership; creates game-changing relationships with the members of the human service, business and philanthropic communities; and demonstrates a passion for this region and the well-being of its residents. The ideal candidate is strategic and able to operationalize multi-faceted plans and drive outcomes, committed to consistently learning and growing, and is big-picture oriented while also being obsessive about the details. A proven track record of leading organizations, achieving community impact, growing revenue and successfully engaging and soliciting high-net-worth individuals and major gifts is essential.

If Life Science Cares' mission speaks to you, if you're ready to lead a team with the potential to grow, if you've previously successfully led nonprofit organizations, and if you've demonstrated an ability to effectively steward the growth of an organization to generate revenue and scale its impact in the community, you're encouraged to apply. Please learn more by reading the Executive Director's role and responsibilities below.

Core responsibilities include:

Strategic and Operational Planning

- Drive the development and implementation of a strategic vision for Life Science Cares' Boston affiliate and the plans that ensure achievement of our mission and vision.
- Lead the staff in developing goals, objectives and operational plans for Life Science Cares Boston.
- In partnership with the local Board of Directors, recruit, onboard, manage and inspire board member engagement to support achievement of the organization's goals.
- Oversee the development, communication and implementation of effective growth strategies including the development and execution of new revenue-generating programs and fundraising initiatives to maximize the organization's grant-making ability to mission-aligned human service organizations.
- Working with the national President and colleagues across LSC affiliates, create and implement organizational and administrative policies that ensure efficient use of resources, high-quality community investment, and overall operational effectiveness.
- Prepare and manage the annual budget and other necessary financial documents. Lead budgetary reporting, review and approval process.
- Supervise the efficient and effective day-to-day operations at Life Science Cares Boston.
- Incorporate and adhere to all Diversity, Equity and Inclusion learning, practices and commitments.
- Along with the other four Executive Directors, serve as a member of the national President's leadership team.

Fund Development and Revenue Generation

- In partnership with the Director of Advancement, support the development of a comprehensive, multi-year revenue-generating plan to significantly expand the industry's philanthropic support of organization.
- Achieve all annual and multi-year revenue goals, growing philanthropic support from \$3.75M to \$6M or more over the next five years.
- Cultivate and steward individual, corporate and foundation prospects and donor relationships. Identify new funding sources and inspire new levels of donor generosity through direct solicitation and engagement of past donors and first-time contributors.
- Maximize board participation to identify, introduce, engage, and solicit prospects and donors in order to diversify and build extensive donor support and sustainable resources.
- Encourage volunteerism and maximize community engagement from the industry, its leaders and its employees.

Fiscal and Administrative Management

- Lead, motivate, and develop staff and board so that they are passionate, well-versed ambassadors for Life Science Cares Boston and are committed to working effectively toward continual improvement.
- Manage all activities related to supporting effective engagement of the Board of Directors and communicate effectively with board leadership to help inform key business decisions. Leverage the contributions of time, financial and other resources to ensure all board members support the organization at the extent of their capacity.
- Ensure the organization has appropriate staff with relevant skills for the needs of the organization through activities including hiring, ongoing staff development, performance management, compensation and benefits.
- Develop and maintain annual budgets ensuring fiscal soundness and appropriate levels of cash flow.
- Approve expenditures within the authority delegated by the Board.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.

Public Relations/Advocacy

- Serve as a passionate proponent of the organization and its mission. Establish good working relationships and collaborative arrangements with local community groups, government officials, individual and corporate donors, and other organizations.
- Represent Life Science Cares Boston at community and industry events to enhance the organization's profile and leadership role in philanthropy and community investment.
- Represent Life Science Cares Boston in all media relations by participating in interviews and other media type engagements.
- As Life Science Cares Boston's leader, maintain an active positive, and professional presence on social media.

Minimum Qualifications and Skills

- Located in the Boston area.

- Bachelor's degree; Master's degree preferred.
- 5-10 years nonprofit experience, with a keen understanding and preferably past experience in/with the nonprofit leadership, grantmaking organizations, the life sciences/biotech/health care industries, and/or philanthropic organizations.
- High energy and passion for Life Science Care's mission with a passion for philanthropy and nonprofit work.
- Demonstrated ability to work effectively with and quickly gain the respect and support of various constituencies, including board and staff members, donors, corporate executives and employees, and civic leaders; experience recruiting and organizing volunteers.
- Concern for those in need, who are impacted by poverty and social inequality.
- Proven track of revenue growth and fundraising capabilities, especially with major gifts and individual solicitation.
- Established network of contacts in the Boston area.
- A record of transparent and high integrity leadership.
- Creative, energetic personality that will attract others to the organization.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent internal and public speaking skills.
- Strong organizational abilities including planning, program development, and tactical execution with excellent interpersonal and multidisciplinary project skills.
- A solid understanding of nonprofit/for-profit fiscal management, principles and best practices.
- Action oriented, entrepreneurial, adaptable.
- Ambition, passion, vision, integrity, positivity, mission-driven, and self-directed.
- Empathy; humility; willingness to wear all hats, resourceful.
- Creative, resilient and strategic in approach.
- Strong organizational and time management skills with exceptional attention to detail; able to multitask and work well under pressure to meet all deadlines.
- Proven successful interactions with Boards and high-level executives.
- Solid budget management, preparation, and analytical skills.
- Ability to work collaboratively with diverse groups of people.

Life Science Cares is an equal opportunity employer that supports and celebrates diversity. As such, we are committed to creating an inclusive environment for all employees, partners, and stakeholders. We believe our workplace and communities thrive when we actively promote Diversity, Equity, Inclusion, and Justice in all we do.

The Executive Director will need to be readily accessible to stakeholders primarily based in Greater Boston. Life Science Cares has offices in Cambridge. Valid Driver's License and access to a car preferred.

Compensation and Benefits

Compensation commensurate with experience. A comprehensive benefits package, including medical, dental and 401(k) with employer match. Generous paid time off and flexible work schedules.

Application Process

Interested candidates should send resume, cover letter and compensation requirements to:
Chuck Gordon, President and CEO, New Kensington Group, at chuckgordon1979@gmail.com.