



**JOB TITLE: Executive Director**  
**REPORTS TO: Board of Managers**  
**LOCATION: San Francisco Bay Area, CA**  
**APPLY:** Submit CV and Cover Letter to [dunkle@dnli.com](mailto:dunkle@dnli.com)

### **About Life Science Cares – Bay Area**

Life Science Cares – Bay Area is building a San Francisco affiliate of Life Science Cares (LSC), a national organization that aims to leverage the intellectual, financial, and human capital of the life sciences industry in an effort to reduce the effects of poverty. LSC is based in Boston and this Bay Area affiliate joins other newer affiliates in Boston, Philadelphia, and San Diego.

Since it was founded in 2016, LSC has grown rapidly, having a profound impact on both the Boston biotech community and upon the charitable organizations and individuals who have benefited from LSC grants and volunteerism. The organization's success has reflected its ability to connect the capable and resourceful leaders and employees of local life science and affiliated companies with local communities of need to address the critical issues of *survival, education, and economic sustainability*.

Life Science Cares aspires to bring to its participating companies and their employees heightened awareness and engagement in local philanthropic efforts. The imperative is to make a difference in the greater Bay Area community by addressing the needs of underserved communities. LSC aims to help individuals with the necessities of life, with education, and with the ability to earn a living wage. By applying human and financial capital (manpower and dollars) to organizations selected for high impact, Life Science Cares promises to bring increased visibility and connectivity to our industry, while addressing critical needs of our community.

### **Position Summary:**

Life Science Cares – Bay Area is currently seeking a dynamic, passionate, and collaborative Executive Director to lead the launch and establishment of an LSC affiliate in the San Francisco Bay Area. The Executive Director of Life Science Cares – Bay Area will be the operating leader of the affiliate organization, reporting to the local Bay Area Board of Managers, with specific direction from the Board Chair.

The Executive Director will be the operational face of the organization, responsible for administration and oversight of all aspects of the affiliate's activities, including corporate outreach, resource recruiting, fundraising, and grant review and oversight activities. The Executive Director will establish and maintain relationships with Life Science leaders, participating companies, and potential grant recipient non-profit organizations throughout the Bay Area. The selected candidate will work with the Board of Managers and Chair to define strategy and oversee the partnerships, budget and financial planning.

**Essential Job Functions** include:

#### 1. Organizational Operations

- a) Facilitate and connect Life Science Cares – Bay Area partners and volunteers with recipient organizations

- b) Prepare and execute the Life Science Cares – Bay Area budget, with primary signing authority
- c) Lead development and fundraising activities, in collaboration with the Board
- d) Develop marketing, social media and public relations plans to enhance Life Science Cares – Bay Area
- e) Act as primary spokesperson for the organization with Board support
- f) Represent Life Science Cares – Bay Area as a member of the Bay Area philanthropic community
- g) Exercise primary oversight of the use of grant funds by beneficiary organizations

## 2. Board

- a) Assess, prioritize and recommend recipient organizations for partnership
- b) Establish a Board calendar and develop Board agendas with the Board Chair
- c) Maintain a climate that attracts and retains an active and diverse Board

## 3. Financial Integrity and Growth of the Organization

- a) Ensure financial transparency of all transactions related to the firm
- b) Work with pro bono legal and accounting resources to ensure all legal and financial filings are submitted accurately and on time

## 4) Planning

- a) Work with the Board to develop and implement a strategic plan
- b) Evaluate and develop metrics of impact

### **Minimum Qualifications**

- Located in San Francisco Bay Area
- Concern for those in need, who are impacted by poverty and social inequality
- Experience working on programs related to survival, education, and sustainability
- 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
- 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

### **Preferred Qualifications**

- Master's degree or equivalent

- 5-10 years experience, either in a corporation or foundation making and overseeing grants or in a nonprofit organization receiving and operationalizing grants, preferably with some connection to the life sciences industry
- Knowledge of fundraising strategies and tactics
- Some area of technical competency/ credibility with life science leadership
- Experience with online meeting and communication platforms (ex. Zoom, social media platforms, batch emailing, digital newsletters, etc)
- Established network of contacts in the San Francisco Bay Area
- Action oriented, entrepreneurial, adaptable
- Empathetic, ambitious, passionate, mission-driven, resourceful and self-directed