



## **Pennsylvania Society for Biomedical Research**

### ***Executive Director***

#### **Organization**

Founded in 1990, PSBR's mission is to promote a better public understanding of the value of biomedical research including the vital role of animals in improving the quality of human and animal health. PSBR is an independent, non-profit 501(c)(3) organization. We are funded through membership and grants from the biomedical research community and their supporters. For more information about PSBR, please visit [www.psbr.org](http://www.psbr.org).

#### **Position**

In a part time/full time capacity, reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for PSBR's staff, programs, expansion, and execution of its mission. S/he will focus on increasing resources to support PSBR's mission and growth.

#### **Responsibilities**

##### *Leadership & Management:*

- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals of PSBR
- Actively engage and energize PSBR staff, volunteers, board members, general members, partnering organizations, and sponsors.
- Develop, maintain, and support a strong Board of Directors: serve as ex-officio of each committee, seek and build board involvement with strategic direction for both ongoing local operations as well as for the regional expansion.

##### *Fundraising & Communications:*

- Be the local and regional spokesperson for PSBR
- Expand local revenue generating and fundraising activities to support existing program operations and regional expansion
- Provide guidance for staff to deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand

##### *Planning & New Business:*

- Design the regional expansion and complete the strategic business planning process for the program expansion into current (Pennsylvania, Delaware, West Virginia, and new markets (Maryland)).
- Begin to build partnerships in Maryland, establishing relationships with potential members and sponsors

## Qualifications

The ED will be thoroughly committed to PSBR's mission. All candidates should have proven leadership and relationship management experience. Concrete demonstrable experience and other qualifications include:

- Advanced degree, with at least 5 years of management experience; track record of effectively leading an organization; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth
- Commitment to quality programs and data-driven program evaluation
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and potential funders
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Ability and strong interest to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
- Willingness to travel

Inquiries can be emailed to Paula Clifford at [paula@psbr.org](mailto:paula@psbr.org). Apply online at: [www.psbr.org](http://www.psbr.org) or [click here](#).

*Pennsylvania Society for Biomedical Research provides equal employment opportunities to all employees and applications for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.*