



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.

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. Apply online at: 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.