



Do More, Be More, Build Your Biotech

<https://www.biolabs.io/>

BioLabs, established in 2009 and headquartered in Cambridge, MA, is the premier network of co-working spaces for life science startups. Our collaborative lab space model is uniquely designed for scientific entrepreneurs to test, develop, grow and commercialize their game-changing ideas by being paired with premium, fully-equipped and supported laboratory and office spaces alongside unparalleled access to capital and industry partners. BioLabs offers co-working environments through a network of 9 US-based locations, and with plans for expansion in the years ahead, we are currently seeking exceptional talent to join our growing company.

ROLE OVERVIEW

Reporting to the COO, the **Site Director, BioLabs at Pegasus Park** located in Dallas, TX, will be responsible for overall site operations and building/leading a collaborative team tasked with incubating an ecosystem of experienced innovators, capital partners, and industry participants passionate about helping life-science entrepreneurs accelerate their path to commercialization. This includes fostering trusted partnerships with our site partner (NT Biotech), running the day-to-day operations of the site, and providing optimal experiences to our members.

KEY RESPONSIBILITIES

- Lead multiple site teams of laboratory, office, facilities, and communications professionals dedicated to ensuring an exceptional client and laboratory experience
- Develop strong rapport with site partners, and collaborate on the design and implementation of site-specific initiatives that support partner goals
- Select, mentor and develop a high performing and diverse staff dedicated to operational excellence
- Develop budgets, effectively forecast, and manage within targets
- Forge strong partnerships with a wide network of world-class academics, industry experts, and entrepreneurs passionate about advising our resident entrepreneurs on their path to success, focusing specifically on those groups and individuals located in Dallas and Texas
- Collaborate with leaders across the BioLabs internal network to leverage resources and insights in support of entrepreneurs
- Own operational efficiency of client laboratory and coworking site
- Define and enforce laboratory and office safety procedures and maintain regulatory requirements, including all state, federal and local regulations
- Ensure that the culture at BioLabs NTX is welcoming, proactive, inspiring and inclusive
- Track and maintain office and lab equipment
- Play an active role in recruiting new resident companies and participate in selection committee meetings
- Maintain a great relationship with site and network sponsors and manage the sponsorship benefits fulfillment process on the site level



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- Collaborate with BioLabs HQ sponsorship team and other site directors to ensure network wide coordination.

SKILLS AND EXPERIENCE

- Scientific/Laboratory related leadership experience in a commercial or academic environment
- Familiarity with EHS regulatory requirements
- Exceptional communication and presentation skills
- Exceptional people leader with a track record of selecting and nurturing strong performers
- Highly organized, entrepreneurial, and results driven
- Experience in a client-service environment
- Budgeting, tracking, and reporting both financial and occupancy metrics
- Strong interpersonal skills, an effective listener and proactive relationship builder
- Self-motivated, routinely initiate and deliver projects successfully with minimal supervision
- Demonstrated ability to connect with all levels of staffing in an organization and within a partner environment
- Strong IT skills
- Familiarity with marketing and business development tactics
- MA degree required, preferably in the life sciences; PhD preferred

BioLabs provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

To apply for this position please email cover letter and resume to:

Careers@biolabs.io with Subject Line: "Site Director NTX, BioLabs at Pegasus Park"