



*"Do More, Be More, Build Your Biotech"*

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

BioLabs, established in 2009 and headquartered in Cambridge, MA, are the premier co-working spaces for life science startups. Our collaborative lab space model is uniquely designed for scientific entrepreneurs to test, develop and grow 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 8 US-based locations, and with plans for expansion in the months ahead, we are currently seeking exceptional talent to join our growing company.

## **ROLE OVERVIEW**

The role of **Regional Director** will report to the Vice President of Operations with responsibility for the Massachusetts BioLabs sites. Lead an organization dedicated to providing an exceptional co-working experience for life science entrepreneurs. Foster trusted partnerships with our site partners at Tufts and Ipsen. Build an ecosystem of experienced innovators and industry participants passionate about helping our entrepreneurs accelerate their path to commercialization.

## **KEY RESPONSIBILITIES**

- Lead multiple site teams of laboratory, office management and communications professionals dedicated to ensuring an exceptional client and laboratory experience
- Develop strong rapport with site partners, collaborate on the design and implementation of site-specific initiatives that support partner goals
- Select, mentor and develop a high performing staff dedicated to operational excellence
- Develop budgets, effectively forecast and manage within targets
- Forge strong partnerships with a network of academic, industry and entrepreneurs passionate about advising our resident entrepreneurs on their path to commercialization
- Collaborate with leaders across BioLabs network to leverage network resources and insights in support of entrepreneurs
- Own operational efficiency of all Massachusetts BioLabs client laboratory and coworking sites

## **ROLE REQUIREMENTS**

- Scientific/Laboratory related leadership experience in a commercial environment
- Exceptional communication and presentation skills
- Exceptional people leader with a track record of selecting and nurturing strong performers
- Highly organized and results driven
- Experience in a client-service environment
- Budgeting and reporting
- Strong interpersonal skills, an effective listener and proactive relationship builder
- Self-motivated, routinely initiate and deliver projects successfully with minimal supervision
- Strong IT skills

#### **EXPERIENCE REQUIREMENTS**

- Masters Level Scientific Education or commensurate experience preferred
- Multi-site location client support experience a plus
- Biotech industry experience a plus
- Up to 10% travel required

#### **COMPENSATION & BENEFITS**

- Salary: Commensurate with experience and qualifications
- Retirement: 401(k) package options
- Medical/Dental/Vision: We offer a variety of medical plans, dental and vision plans, long and short-term disability, and life insurance
- Annual reviews with raises for those on track with strong performance

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](mailto:Careers@biolabs.io) with Subject Line: "Regional Director (Job Code MABL-206)"

