



*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 The Lundquist Institute** located in Los Angeles, CA, 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, running the day-to-day operations of the site, and providing optimal experiences to our members.

## **KEY RESPONSIBILITIES**

- Serve as general manager for the site, owning the entire member experience, team, partner relationship, sponsors, issue resolution, risk avoidance, and facilities operational excellence while maintaining BioLabs culture and brand
- Select, mentor, lead, and develop a high performing and diverse site staff (laboratory, office, facilities, communications) dedicated to exceptional operational and client experience excellence
- Ensure that the culture at BioLabs at The Lundquist Institute is welcoming, proactive, inspiring, and inclusive
- Develop strong rapport with site partners and collaborate on the design and implementation of site-specific initiatives that support partner goals
- Collaborate with leaders across the BioLabs internal network to leverage resources and insights in support of entrepreneurs
- Develop budgets, effectively forecast, and manage within targets
- Track and maintain office and lab equipment, OPX, and site/member metrics
- 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 Los Angeles
- Define and enforce laboratory and office safety procedures and maintain regulatory requirements, including all state, federal and local regulations



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- Play an active role in developing member pipeline for the site, recruiting new resident companies, and organizing/leading selection committee meetings
- Maintain a great relationship with site and network sponsors and manage the sponsorship benefits fulfillment process on the site level
- Identify, seek connections, and nurture relationships with sponsors of interest in collaboration with HQ
- Collaborate with HQ sponsorship team and other site directors to ensure network wide coordination.
- Constantly explore new business development leads for the site and the network through building relationships that benefit the site, members, network, and partner – role contains elements of business development, marketing, and client experience
- Seek out additional services to improve the member experience and contribute to their overall company success – negotiate preferred pricing for cores, provide access to various educational experiences, seek collaborators and mentors, etc.
- Develop basic understanding of member company work in order to understand their needs now and down the road, relay information to HQ, partners, sponsors regarding the makeup of companies at the site, and connect with all member company staff as an extension of their team.

#### **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 – customer experience a must
- 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 and collaborate deeply with all levels of staffing in an organization and within a partner/matrixed reporting environment
- Strong IT skills
- Familiarity with marketing and business development tactics
- BS or BA degree, preferably in the life sciences



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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: "Site Director, BioLabs at The Lundquist Institute"