



**Date Posted:** 07/16/10

**Job Title:** Vice President of Industry Programs and Relations

**Reports to:** President and CEO

## **PURPOSE OF THE JOB**

The Vice President of Industry Programs and Relations for the Massachusetts Life Sciences Center (the “Center”) will plan, direct and implement the Center’s programs, marketing and communications, objectives and initiatives that target private industry in the life sciences sectors. S/he also will act as the Center’s primary liaison with industry stakeholders, including state, quasi public and private sector organizations that support the needs of the state’s life science industry cluster. The Vice President of Industry Programs and Relations will serve as a spokesperson for the Center on industry issues. The Vice President of Industry Programs and Relations reports directly to the CEO and serves as a member of the Center’s Executive Team.

## **I. FUNCTIONS AND RESPONSIBILITIES**

- Serve as the Center’s primary contact with industry stakeholders, including life sciences companies, the venture and commercial investor communities, industry trade groups (e.g., MassBIO and MassMEDIC), other quasi public organizations (e.g., MTDC, MTTC, MassDevelopment, etc.), and state agencies (e.g., MOBD, MOITI) that may promote and invest in life sciences companies. This includes the development and execution of formal plans for interaction and ongoing coordination with these stakeholders;
- Develop, implement and oversee all programs, projects and assignments targeted by the Center’s Executive Team to industry stakeholders (e.g., the Accelerator Loan and the Small Business Matching Grant Programs). The VP of Industry Programs and Relations provides primary management of the Center’s programs for industry stakeholders, in collaboration with the Center’s CFO, including efforts to increase access to available capital by the Center’s portfolio companies (e.g., equity, mezzanine financing, etc.);
- Provide oversight and management of the peer reviews and SAB reviews of applicants to the Center’s programs for life sciences companies (i.e., the Accelerator Loan Program and the Small Business Matching Grant Program);
- Promote industry stakeholders’ awareness of and application to the Center’s strategic initiatives relative to industry programming, including loans, grants, tax incentives and other investments made by the Center. This includes managing and tracking the flow of applications (“deal flow”) to the Center’s competitive solicitations and preparing quarterly reports on goal achievement (“deal closings”);

- Partner with organizations such as MassBIO, MassMEDIC, MOBD and MOITI to create and promote the benefits of investing and doing business in Massachusetts to out-of-state and international life sciences companies;
- Coordinate with the CFO regarding the administration of the Center's policies and procedures around industry programs, including implementation of the Center's protocol for managing the oversight of its loans and grants to life sciences companies;
- Manage and track all industry programs for goal reporting, and the preparation of monthly and quarterly goal reports;
- Develop measureable operational goals and performance metrics for the Center's industry programs together with the Executive Team, and conduct analyses to support funding decisions in industry environments;
- Work closely with all Executive Team members, including the CFO and VP of Academic and Research Programs, to maximize the efficiency and success of all Center loans, grants and other funding initiatives;
- Work with the Vice President for Communications to prepare relevant communications for industry stakeholders such as powerpoint presentations and collateral materials. Responsible for the accuracy and clarity of industry-targeted communications;
- Keep the CEO and members of the Executive Team briefed on industry trends, updates on portfolio companies, and goal achievement;
- Such other duties and responsibilities as may be assigned by the CEO.

## **II. SUPERVISORY RESPONSIBILITIES**

Supervises personnel as appropriate.

## **III. KNOWLEDGE AND SKILLS**

- Masters degree (MBA preferred) and 8-10 years of direct experience in the life sciences sectors;
- Solid life sciences sectors industry knowledge, including knowledge of investment and VC financing;
- Track record in managing business opportunities through to closure, including relationship development and management;
- Professional experience in program development, especially for life sciences companies;
- Must be a proven leader with the ability to influence organizational priorities;
- Outstanding communication, presentation, writing and design skills, analytical and problem solving abilities are required;
- Team oriented, proven management ability to direct or participate in a team to achieve defined goals;
- Superior project management skills and experience are required.

**IV. FISCAL RESPONSIBILITY**

Together with the Executive Team, responsible for the development, implementation and management of the Center's portfolio strategy and programming plan for private industry in life sciences.

**V. EXTENT OF PUBLIC CONTACT**

This position has extensive contacts with internal and external constituents, including board members, business groups and associations, media outlets, developers, local, state and federal officials, economic and community development organizations.

**VI. PHYSICAL DEMANDS**

No unusual physical demands are associated with this position.

**VII. WORKING CONDITIONS AND ENVIRONMENT**

Conventional office environment. Will frequently be required to attend relevant meetings and conferences, which may take place during the early morning or evening and/or out of state. Some assignments may require travel and brief stays away from home. No unusual working conditions.

To apply, please send a resume and cover letter to Lisa Smith at [lsmith@masslifesciences.com](mailto:lsmith@masslifesciences.com).