



## JOB ANNOUNCEMENT

### OVERVIEW

BioBuilder's Director of Development raises philanthropic support from foundations, corporations and government partners to meet our mission. The Director is responsible for the creation and management of a well-coordinated strategic development plan, proactively identifying sources of support, generating proposals, and maintaining communication with our supporters to strengthen existing relationships and initiate new ones. The Director can work from anywhere but will collaborate with BioBuilder's grant writers, graphic designers and volunteers, and will report directly to the Executive Director of The BioBuilder Educational Foundation.

We are looking to fill the position immediately with an energetic, creative and organized individual who is both goal- and detail-oriented. An ideal candidate will have a talent for cultivating strong productive relationships across many sectors, a passion for education reform, and a good working knowledge of STEM subjects, especially the life sciences and engineering. The Director of Development is currently a volunteer position that can be used to secure funding for salary going forward.

BioBuilder is at a pivotal point in its development. In July of 2015, a BioBuilder textbook was published by O'Reilly Media and BioBuilder-based museum exhibits are being developed in collaboration with Boston's Museum of Science. We have opportunities to expand into primary school classrooms, to coordinate afterschool programming around the country and to export our content to high schools around the world. We are looking for the right person to join BioBuilder as we transform STEM education with meaningful content and teacher training.

### About the BioBuilder Educational Foundation

The BioBuilder Educational Foundation is a rapidly growing charitable organization that puts current research into the hands of teachers and students. We empower teachers to be agents of educational reform, equipping them with classroom content and offering professional development opportunities that reconnect them with their love of teaching. Since 2011, when BioBuilder was recognized as a 501c3 public benefit organization, our community of trained teachers has grown from two-dozen teachers in 2012 to more than 400 hundred at the end of 2015.

We inspire young minds with a curriculum that relies on design challenges, so students can work at the edge of what's known and can apply their problem solving skills to address real world issues. Current curricular materials are focused in the area of biological engineering and are well suited to advanced high school and early college settings. Lessons are delivered through web-based animations as well as in-class and laboratory activities.

## About the Job

### Primary Responsibilities

- develop and execute a strategic fundraising plan annually, raising support for BioBuilder's programmatic and operational costs
- cultivate and renew relationships with existing donors as well as solicit major gifts
- research and identify potential new corporate and foundation funding sources
- manage donor correspondence and reports
- write high-quality and comprehensive grant proposals, letters of inquiry and progress reports
- coordinate data gathering for the Foundation's Annual Report
- maintain proposal and donor database
- monitor proposal deadlines and manage submissions
- meet regularly with BioBuilder's Founder to assess projects, review strategies and track progress
- collect and maintain database of the Foundation's US and international impact
- communicate the mission and ongoing work of the Foundation

This position may entail additional responsibilities not listed.

## Qualifications

An undergraduate degree is required. Post-graduate work or professional resource development training is a plus.

Knowledge of the educational and life science philanthropic communities is desired.

Ability to work effectively and professionally with volunteer, staff and board members is essential.

Excellent verbal and written communication skills are required.

Review of applications is on a rolling basis and will continue until the position is filled.

Please submit a cover letter, resume and the names/contact information of three references to the attention of:

Dr. Natalie Kuldell  
[nkuldell@mit.edu](mailto:nkuldell@mit.edu)

Include your name and "Director of Development" in the subject line of your email.

The BioBuilder Educational Foundation is an equal opportunity workplace.