

## **JOB OPPORTUNITY: Deputy Executive Director**

**Start Date:** July 1, 2025

**Location:** Boston Area

**This position could be fulfilled at 0.5 FTE or FT, depending on experience, salary requirements, and availability**

BioBuilder will not offer relocation support. Hire must be eligible to work in the U.S. and will report to the Executive Director

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### **About BioBuilder**

BioBuilder was founded as a nonprofit organization in 2011 and has now emerged as a national model for education, making a substantial impact in secondary and post-secondary schools in nearly every state and in more than 55 countries. BioBuilder's roots are in the undergraduate major for Biological Engineering at MIT. With grant and philanthropic funding, as well as revenue generating programs and support from industry-leading companies, the BioBuilder Educational Foundation provides openly accessible lessons, hands-on laboratory content, and novel problem-based learning modules that inspire high school students to learn and to love life science. Our innovative science and engineering programs open pathways to bright futures, successful careers, and a better world.

**We Believe in the Next Generation:** We empower young people to solve real-world challenges through science, knowing they have the potential to shape a better future.

**Access is Essential:** STEM education must be accessible to all. We are committed to eliminating barriers and expanding opportunities everywhere we work.

**Authenticity Sparks Engagement:** We teach real science, rooted in real-world impact. Authenticity—in our content, communication, and culture—drives meaningful learning.

**Humanity First:** We lead with empathy, kindness, and flexibility. Whether in the classroom or the workplace, we value people over process.

**Innovation with Integrity:** We champion curiosity and creative thinking, while staying grounded in ethical responsibility and thoughtful progress.

<https://biobuilder.org/about/>

## Job Description

The Deputy Executive Director is a senior leadership role responsible for translating BioBuilder's strategic vision into operational reality. Working closely with the Executive Director, the Deputy Executive Director will oversee program implementation, staff management, fundraising strategy, and partnership development. This is a unique opportunity to lead a mission-driven team during a time of growth and impact.

At BioBuilder, we work hard to deliver the educational experiences we, as learners, would have liked. And because we feel an urgency about our mission, we expect a lot from our employees. We are constantly adapting our programs to better meet the needs of teachers and students. Work with BioBuilder is not easy, but its rewards are numerous. As part of our small and collegial team, you would develop new knowledge, skillsets and competencies, as well as directly impact the career trajectory of students and their teachers around the world.

## Key Responsibilities

### Organizational Leadership

- Serve as a strategic thought partner to the Executive Director, helping to refine and execute BioBuilder's multi-year strategic plan.
- Act as second-in-command, stepping in as needed to represent the organization internally and externally.
- Cultivate a positive, collaborative culture across all our teams and programs.

### Financial Strategy

- Lead the development and execution of the organization's financial strategy, ensuring alignment with overall mission, goals, and long-term sustainability.
- Oversee and optimize the organization's funding mix, cultivating new revenue streams and strategic partnerships to diversify and strengthen financial resources.
- Monitor financial performance, analyze trends, and provide actionable insights to inform organizational decision-making and resource allocation.
- Collaborate with the Executive Director and Board to develop, implement, and regularly update multi-year financial plans and annual budgets

### Program Oversight

- Oversee the implementation and scaling of BioBuilder's core programs, including BioTechBuilder, teacher training, and workforce development initiatives.
- Support innovation in curriculum design and lab programming in alignment with industry needs and educational best practices.

- Evaluate program outcomes and ensure alignment with organizational goals.

## **Team Management**

- Supervise program directors and administrative staff, providing mentorship, accountability, and professional development.
- Coordinate cross-functional teams to ensure smooth operations and consistent communications.

## **Development and Partnerships**

- Support the Executive Director and development team in fundraising efforts, including grant writing, donor engagement, and reporting.
- Strengthen and expand partnerships with schools, biotech companies, higher education institutions, and workforce boards.

## **Operational Excellence**

- Assist in budgeting, compliance, and operational planning in collaboration with the finance and operations teams.
- Champion all aspects of BioBuilder's core values.

## **Qualifications**

We are looking for a high-rate learner with

- 7+ years of progressive leadership experience in nonprofit management, education, workforce development, or related fields
- Demonstrated success in program management, staff supervision, and organizational operations
- Strong background in STEM education, biotechnology, or a related scientific discipline
- Excellent communication, leadership, and interpersonal skills, manifest as the ability to
  - Rapidly gather insights from data
  - Adeptly facilitate internal and external discussions
  - Authentically advance relationships with new and existing partners
- Proven experience with strategic planning and execution
- Proven experience scaling a business (nonprofit or for profit)
- Demonstrated success meeting multiple goals simultaneously
- Passion for BioBuilder's mission and commitment to advancing equitable access to science education and careers
- An advanced degree (MBA, PhD, etc) is required

## **Compensation & Benefits**

- Competitive salary commensurate with experience
- SIMPLE IRA retirement plan with employer contribution

**BioBuilder Educational Foundation | BioBuilder.org**

*A 501(c)(3) nonprofit organization*

*716 Beacon St #590686 · Newton, Massachusetts 02459 · United States*

- Unlimited PTO and flexible work arrangements
- Professional development opportunities

## **To Apply**

Send an email outlining why you believe you are a great fit for this role and a resume to BioBuilder's Executive Director, Dr. Natalie Kuldell, [natalie@biobuilder.org](mailto:natalie@biobuilder.org). Please include your name and "BioBuilder Deputy Executive Director" in the subject line of your email. Be prepared to provide the names/contact information of three references.