

JOB OPPORTUNITY: Chief Financial and Operating Officer

Start Date: October 1, 2025 or later

Location: Boston Area

This position could be fulfilled at 0.5 FTE or FT, depending on experience, salary requirements, and availability. Expected Salary Range is \$90K-\$120K.

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

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 all 50 U.S. states and in more than 80 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/>

Position Summary

The Chief Financial and Operating Officer (CFO/COO) is a mission-driven leader responsible for stewarding BioBuilder's financial strategy, operational excellence, and long-term sustainability. Reporting directly to the Executive Director and serving as a key member of the senior leadership team, the CFO/COO ensures the organization has the financial discipline, operational systems, and data-informed processes needed to scale its impact.

This role blends strategic vision with hands-on execution, overseeing finance, budgeting, human resources, legal compliance, facilities, and day-to-day operations.

Key Responsibilities

Financial Leadership

- Lead the development of annual and multi-year budgets aligned with BioBuilder's strategic goals.
- Oversee all financial operations including accounting, cash flow, reporting, and forecasting.
- Provide intuitive financial reports and insights to the Executive Director and Board of Directors.
- Ensure accurate and timely preparation of all audits, tax filings, and financial statements.
- Develop financial models to evaluate new programs, partnerships, and revenue opportunities.

Operational Leadership

- Oversee operational systems that support high-quality program delivery and staff efficiency.
- Manage contracts, vendors, insurance, and compliance with nonprofit regulations.
- Support and improve human resources functions, including hiring processes, payroll, employee benefits, and personnel policies.
- Build and improve infrastructure for performance tracking, project management, and data collection.
- Partner with the Executive Director and senior team to refine organizational policies and ensure effective cross-functional communication.

Strategic & Organizational Development

- Contribute to organizational strategy as a thought partner to the Executive Director.
 - Collaborate on fundraising strategy and grant management, including financial tracking and reporting to funders.
 - Drive financial and operational decision-making.
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Qualifications

- Proven experience in nonprofit financial management and operations leadership (minimum 7–10 years).
 - CPA, MBA, or equivalent financial expertise strongly preferred.
 - Demonstrated success leading budgeting, forecasting, audits, and operational planning.
 - Experience managing HR functions and implementing organizational systems.
 - Track record of building strong internal processes that enable mission delivery.
 - Collaborative leadership style with high emotional intelligence and integrity.
 - Passion for STEM education and BioBuilder’s mission is essential.
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Compensation and Benefits

- Competitive salary commensurate with experience
 - SIMPLE IRA with employer contribution
 - Unlimited PTO and flexible work arrangements
 - Professional development opportunities
 - Meaningful work in a mission-driven, collaborative team
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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. Please include your name and “CFO/COO” in the subject line of your email. Be prepared to provide the names/contact information of three references.

Applications will be reviewed on a rolling basis until the position is filled

