Job Title: Executive Director  
Reports To: Board of Directors  
Status: Contractor / Consultant – Part-Time or Full-Time TBD  
Location: Open/Remote – preference will be given to candidates in Washington DC/Baltimore, Boston, and Philadelphia areas  
Salary Range: Monthly Retainer + Annual Bonus Opportunity – Salary Commensurate with Experience –

ABOUT THE ARM FOUNDATION FOR CELL & GENE MEDICINE (ARMF):

ARMF is dedicated to increasing awareness and understanding of cell and gene medicine worldwide. It is an independent, 501c3 nonprofit organization established in 2018 by the Alliance for Regenerative Medicine (ARM), the preeminent international advocacy organization for regenerative medicine and advanced therapies.

The goal of ARMF is to help patients, caregivers, healthcare providers and other stakeholders better understand this transformational area of medicine and ultimately make informed decisions regarding the use of treatments based on gene therapy, gene editing, cell therapy, tissue engineering and organ regeneration. ARMF is focused on providing the education, information, and research needed to accelerate patient awareness of, and access to, safe, efficacious and potentially curative therapies.

ROLE SUMMARY:

The Executive Director (ED) will bring vision and leadership to the ARM Foundation, and will be responsible for defining and executing on goals and objectives related to each of the three major program focus areas: the national/international education program – Healing Genes, health and economic impact, and infrastructure. The ED will also be responsible for overseeing the work of the program directors and staff/consultants responsible for managing the ARMF educational activities and making sure they are coordinating effectively with the Steering Committees for each of the programs. As part of this role, the ED will staff the Board Project Review committee which meets 2-3 times per year to review program priorities.

The ED will also be responsible for leading the fundraising activities for the Foundation and overseeing activities of the ARMF Fundraising Committee. This will include executing on an annual fundraising strategy targeting program specific and unrestricted contributions. The ED will also work with the Fundraising Committee and Board to develop and execute on a long-term funding plan that will target multi-year contributions from philanthropies, family offices and other potential benefactors willing to support the Foundation over an extended period.

In addition to overall management and fundraising activities, the ED will be responsible for supporting all governance related activities and overseeing interaction and coordination with the Board of Directors and Executive Committee. In addition, the ED will also be responsible for working with staff to oversee all budgeting, accounting, and financial management activities for the organization.
Lastly, given the importance of the relationship with the Alliance for Regenerative Medicine (ARM), the Executive Director will consult regularly with the ARMF chair and EC and ARM CEO and staff so that both organizations together can make sure, where possible, that there is coordination and alignment around key program objectives.

ARMF is seeking a confident, poised leader who is driven to grow the organization and build or expand current programs, partnerships and support. The ideal candidate is highly sociable, self-directed, believes strongly in our educational mission and the idea of partnerships, and is a key collaborator and contributor to both the team and the cell and gene medicine community at-large. We are seeking a candidate who is innovative, compassionate, energetic, strategic, and collaborative to be a unifying force, aligning board, staff and community together to advance the foundation through high performance and collaborative action.

KEY RESPONSIBILITIES:

Responsibilities of this role include but are not limited to:

- Conceptualize original and relevant programming content for the ARMF
- Interact with senior/c-level executives and decision makers externally, both in representing ARMF in general, and in securing funding
- Be on top of major trends and external events that are shaping the global conversation around cell and gene medicine to ensure ARMF programming is timely, relevant, and engaging
- Develop operational/delivery plans for programs, oversee program delivery, supervise project manager(s)

EXPERIENCE AND PROFILE:

- 15+ years of relevant experience, ideally in a non-profit (501c3) environment, with preference given to candidates who have previously been an Executive Director
- Ability to generate insights and distill into meaningful strategies
- Proven resourcefulness and tenacity in fundraising
- Experience managing large donations / gifts, as well as working with large donors
- Intellectual curiosity and creativity with enough of a “marketing brain” to be able to persuasively pitch and recruit funders as well as volunteer steering committee / task force members
- Understanding of the cell and gene medicine community and/or ability to self-educate
- Commitment and ability to thrive in a fast-paced, dynamic environment at a young but growing non-profit organization.
- Proven and effective manager, ideally with experience in a matrixed organization.

QUALIFICATIONS:

- Minimum education: BA/BS
- Exemplary communicator (oral and written) - proficient at connecting with diverse constituencies, and translating content between those audiences
- Non-profit, healthcare and/or life sciences experience highly preferred
- Understanding of medicine development process
- Significant experience managing teams and vendors
- Highly professional self-starter with a positive attitude
• Ability to manage multiple projects, tasks and team members with extreme attention to detail
• Excellent organizational and office administration skills
• Ability to work in a fast-paced, high-growth, cross-functional work environment
• Ability to manage multiple, competing priorities
• Demonstrated advanced problem-solving skills
• Collaborative, goal-driven and results-oriented - enjoys working both on a team and autonomously
• Ability to travel (~20%) and willingness to maintain a flexible work schedule for global reach, including some evenings and weekends, as needed

Please submit a cover letter and resume to Erin Cummings - ecummings@thearmfoundation.org. All application materials should be attached as PDF files. Any application that does not include both a cover letter and a resume saved as PDFs will be rejected.

Note: We are interested in qualified candidates who are eligible to work in the United States. We are unable to sponsor work visas at this time.