



## Executive Director – Job Responsibilities and Expectations

<b>POSITION TITLE</b>	<b>Executive Director</b>
<b>POSITION LEVEL</b>	<b>Senior Executive</b>
<b>Reports to</b>	<b>Chair, Board of Directors</b>
<b>Employment</b>	<b>At will</b>

### Responsibilities

#### Organizational Leadership

- Lead the development of the organization's strategic, financial and operating plans for the successful achievement of Phoenix's mission.
- Recruit, develop, motivate, and manage an effective and mission-driven team, establish, and maintain a positive organizational culture and ensure effective internal communications.
- Translate organizational strategy into clear priorities and goals for functional areas and teams, foster culture of collaboration for shared goals, drive execution across the organization through close teamwork and guidance for the management team and ensure clear alignment across teams and functions through clear communication channels.
- Develop, implement, monitor, and assess the organization's programs, keeping the Executive Committee and the Board informed of significant developments and changes in the internal and external environment.
- Inform and support the Board and Board committees in their governance functions as required.

#### Scientific Leadership

- Lead a program of enhancements to existing Phoenix-hosted resources or development of new research resources to keep pace with new research developments and needs in the scientific community.
- Write grant proposals to support major resource enhancements or new resources, oversee progress and budget, and carry out grant reporting.
- Oversee submission of conference abstracts and manuscripts describing the organization's scientific work

#### Financial and Business Management

- Work with the CFO and Board to develop, implement, monitor, and assess sound and compliant financial management, business, and risk management practices and ensure legal compliance and the highest standards of professional ethics and integrity for the organization's staff and operating procedures.

- Recruit new partners, monitor financial success and mission impact of external partner program and seek grant funding as needed to support and enhance the partner program.
- Oversee licensing and membership agreement negotiations with customers of supported resources, including libraries, library consortia, and national governments as well as partnership agreements with external partner resources.

### **External Communication**

- Champion the organization, promote awareness of and advocate for Phoenix's mission and values to internal and external stakeholders.
- Educate the community of academic research resource providers on long term financial sustainability options pioneered by Phoenix, recruit new external partners, provide consulting expertise for development of sustainability plans for external resources.
- Develop and nurture beneficial relationships with stakeholders, ensuring effective external communications about the organization, its culture, and its mission, priorities, importance, programs, and activities.

## **Expectations**

### **Integrity**

- Exceptional personal qualities, professional, and ethical standards
- Deep commitment to fulfilling executive director duties and responsibilities

### **Collaboration and collegiality**

- Detailed knowledge of Phoenix's vision, mission, values, strategic objectives, and operations and an ability to share knowledge and insights with the Board and raise matters for discussion
- Ability to function as an effective team member and have the courage and skills to engage in robust discussion and debate with management and Board members where required
- Ability to establish and maintain relationships with the Phoenix community, which includes researchers and organizations that conduct or support research, including managers and staff of online research resources (e.g. repositories, knowledgebases and online research tools), universities, nonprofit research organizations, commercial research companies, research funders, publishers and professional societies
- A passion for engaging with researchers and scholars and identifying and serving their needs

### **Leadership**

- Work with funders, libraries, research universities and other organizations to effect change
- Senior cross-sectoral experience including both academic research and for-profit/entrepreneurial work background

- Ability to instill a culture of transparency, collaboration, and community service across the organization

### **Professional qualifications**

- Expertise in development and maintenance of online databases, knowledgebases or online tools for analyzing or visualizing data
- Deep familiarity with the scientific research ecosystem, including researchers, funders, universities and research institutions, and publishers
- Excellent communication and public speaking skills
- Strong leadership and management skills in global organizations, team oversight and talent development; with an ability to inspire, coach and grow staff, providing vision and bringing people along.
- Strong organizational and analytical abilities for planning and managing resource allocation and product quality

To apply, please visit <https://www.phoenixbioinformatics.org/#career>