

**JOB OPPORTUNITY: Director of Partnerships and Development**

**Start Date:** as soon as position is filled  
**Supervisor:** Executive Director

**Location:** Boston Area  
**Salary range:** \$100-\$120K

**This is a full-time position with salary commensurate with experience and availability.**  
BioBuilder will not offer relocation support. Hire must be eligible to work in the U.S.

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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, BioBuilder 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. BioBuilder also offers innovative science and engineering programs that can open pathways to bright futures, successful careers, and a better world. <https://biobuilder.org/about/>

**Job Description**

Working directly with BioBuilder's Executive Director, the Director of Development will identify philanthropic partners on both the local and national level, set targets for each giving stream (major donors, funders, government grants), raise money from foundations, develop and track donor/funder relationships, engage the Board in donor cultivation and stewardship, and build a growing motivation to give among our 9000+ constituents.

We are looking for a high-rate learner who

- Has successfully raised money from individuals and foundations.
- Has written applications and been awarded funding from grant making organizations.
- Can cultivate and renew relationships with new and existing partners.
- Has an ability to meet multiple goals simultaneously.
- Has prior experience scaling a business (nonprofit or for profit).
- Will rapidly gather insights from data.
- Can succinctly articulate our mission and ongoing work.
- Has a vision for the role of life science education in society.
- Has a warm and clear communication style.

## Primary Responsibilities

- Strategically research, identify, pursue, and secure prospective funding opportunities to support BioBuilder's unique mission.
- Secure unrestricted funding of \$0.5M-\$1M/year (increasing this amount over time) in partnership with the Executive Director and Board of Directors
- Build and strategically steward relationships with corporate, foundation, and government funding representatives.
- Write and edit proposals, reports, and other correspondence for private and public funding opportunities.
- Support BioBuilder's Director of Business Operations in grant tracking and management.

The Director of Development will need to be present in the Seaport Headquarters office in Boston on a flexible basis, as well as meet in-person at offsite locations with external partners, including some evening networking events. Starting job benefits include matched contributions to a Simple IRA, Life and Long-term disability insurance, 12 paid holidays, and accrual of up to 14 days of PTO.

At BioBuilder, we work hard to deliver the educational experiences we, as learners, would have liked. We are constantly adapting our programs to better meet the needs of teachers and students. Work with BioBuilder can be challenging yet inspiring, 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.

To apply: send a cover letter 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 Director of Development" in the subject line of your email. Be prepared to provide the names/contact information of three references.

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*The BioBuilder Educational Foundation is an equal opportunity employer and prohibits discrimination and harassment of any kind: The BioBuilder Educational Foundation is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions are based on business needs, job requirements and individual qualifications and applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, or disability status, or any other status protected by the laws or regulations in the locations where we operate.*