



October 8, 2019

Title: Lab Manager/Site Director

LabShares Newton is an entrepreneurial, fully equipped laboratory, and community for biotech startups located along the Charles River in Newton. Founded in 2018, LabShares has grown quickly with 14 member companies and an opportunity to double its size.

We are seeking an experienced Site Director to take a leadership role, overseeing day-to-day lab operations and be responsible for long-term growth and management. This is an opportunity for a motivated, self-starter to run and grow a successful business.

Reporting to the CEO, the Site Director will be responsible for the culture, operations, and success of LabShares. This person will foster a collaborative and productive environment that is a welcoming home for innovative biotechs. The Site Director will oversee a full-time associate, manage vendor/consultant relationships, and interns.

Key responsibilities include:

Lab Management – Ensure that LabShares offers a world class biology-focused lab that enables members to make rapid progress in their scientific programs

- Oversee environmental and safety program/training/permitting; relationships with regulatory agencies and municipalities
- Negotiate and manage vendor contracts for critical lab services - laundering, cleaning, gases, waste
- Oversee the shared equipment base, purchasing, maintenance
- Be available on-call for alarms/emergencies in coordination with operations associate

Sales & Marketing – Lead efforts to build awareness of LabShares, recruit new members, manage member relationships

- Develop referral sources and network with real estate professionals and other leaders in the community
- Recruit tenants, host tours, prepare proposals, negotiate and close new member contracts
- Oversee social media, email and web marketing; attend and speak at networking events
- Recruit and support Sponsors (vendors and pharma companies)

Operations/Office Management – Oversee operations and provide a productive and friendly workplace

- Develop and implement office policies and enforce procedures and standards
- Lead onboarding process for new tenants



- Negotiate contracts and pricing with vendors and service providers (cleaning, coffee & snacks, internet, phone, etc.)
- Manage associate and interns

Accounting & Finance – Provide financial oversight

- Oversee relationship with outsourced bookkeeper, provide basic accounting support, prepare and distribute monthly rent invoices
- Create annual operational budget, prepare and present quarterly and annual operational and board reports

Member Management & Customer Service – Maintain a collaborative, supportive and friendly work environment

- Develop collegial relationships with all member companies
- Place, receive, and distribute orders for members, coordinate shipments
- Oversee event management – guest speakers, lunches, cocktail hours

Qualifications:

- 5+ years lab operations and management experience
- BA/BS, scientific or advanced degree is a plus
- Excellent writing, computer and communication skills
- Customer service oriented with a friendly, approachable style who works to build community
- Versatile problem-solver who thrives on overcoming challenges and learning new skills
- Comfortable with multiple cultures & a diverse workplace

What We'll Offer You:

- Competitive salary and strong bonus potential based on personal and company performance
- A dynamic, early-stage work environment that encourages creativity and experimentation
- Opportunities for career development and advancement, including trainings, classes, and conferences
- Daily on-site snacks, coffee, and periodic catered lunches
- Comprehensive, competitive healthcare (PPO) and dental coverage through Blue Cross Blue Shield

To apply please send a CV, cover letter and salary requirements to resumes@labshares.com. LabShares Newton is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.