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Burroughs Wellcome Fund President and Chief Executive Officer

The Burroughs Wellcome Fund (BWF) based in Research Triangle Park, North Carolina is an independent foundation dedicated to advancing the biomedical sciences by supporting research and other scientific and educational activities. The major strategy for carrying out this mission is to target support to young scientists and to investigators entering and working in areas of science that are undervalued or under funded.

BWF has an endowment of about \$750 million and makes grants of approximately \$40 million annually in the United States and Canada. The Fund has core competitive peer reviewed award programs in biomedical research, infectious diseases, interfaces in science, reproductive science, regulatory science, and science education. BWF makes grants primarily to degree-granting institutions on behalf of individual researchers. To complement these competitive awards programs, BWF makes grants to non-profit organizations conducting activities intended to improve the general environment for science.

The Burroughs Wellcome Fund was founded in 1955 as the corporate foundation of Burroughs Wellcome Co., the U.S. branch of the Wellcome pharmaceutical enterprise based in the United Kingdom. In 1993, the Fund received an endowment from the Wellcome Trust and became independent of the company

For further information, visit the Burroughs Wellcome Fund website at www.bwfund.org.

POSITION SUMMARY

The President of the Burroughs Wellcome Fund is the chief operating officer for the foundation, with responsibility for executing the policies of the organization, and for program development and management including personnel and budget matters. The President/CEO operates under the general direction of the Board of Directors within the policies established by the organization's by-laws, strategic plan, program of work, and legal agreements. He/she is accountable to the Board and is responsible for the overall management and conducting the day-to-day business of the foundation.

The President/CEO provides leadership and makes recommendations to the Board and committees as they carry out the mission of the foundation. The President/CEO gathers and provides information, guides judgments, assists with decision-making, implements and executes the Board's policies and directives. The President/CEO should maintain a high professional profile and have the ability to access programmatic opportunities and develop collaborative efforts with other organizations, both private and public.

MAJOR RESPONSIBILITIES

Functions

A. Internal Organizational Leadership. The President/CEO provides the vision, direction, inspiration and motivation necessary to ensure the foundation's success.

- 1. Mission Stewardship:** Work with the Board and staff to define the foundation's mission, communicate it effectively within the foundation, ensure execution of the mission, a mission which serves continuously as an inspiration and guide.
- 2. Board Management:** Work with the Board to help ensure that it is properly constituted and trained to conduct effective governance.
- 3. Values and Ethical Standards Management:** Work with the Board and staff to ensure adoption of and adherence to appropriate values and ethical standards and ensure transparency in all foundation business.
- 4. Identity Management:** Work with the Board and staff to ensure proper care and development of the foundation's history, culture, reputation and image.

B. Internal Organizational Management. The President/CEO makes decisions that result in efficient and effective foundation functioning.

- 1. Staff Management:** Ensure that staff are properly selected, supported and guided, and that their professional development is nurtured.
- 2. Financial Management:** Work with the Board and staff to develop asset investment management and financial administration strategies and systems that are effective and aligned with the foundation's vision/mission, and ensure that such strategies and systems are implemented well.

3. **Programmatic Management:** Work with the Board and staff to develop programming, grant-making and grant management strategies and systems that are effective and aligned with the foundation's vision/mission, and ensure that such strategies and systems are implemented well.
4. **Legal Issues Management:** Work with the Board and staff to develop legal strategies and systems that are effective and aligned with the foundation's vision/mission, and ensure that such strategies and systems are implemented well.
5. **Accountability and Evaluation Management:** Work with the Board and staff to establish accountability standards and systems that track the foundation's effectiveness and impact.

C. External Leadership. The President/CEO contributes to the dialogue, vision, and direction of the pertinent global, national, or local communities; to the fields of the foundation's focus areas; to the scientific community; and to the field of philanthropy.

1. **Visionary Leadership:** Contribute to the vision and thought leadership of the field of philanthropy and communicate the vision.
2. **Partnership Management:** Work collaboratively with other private and/or public funders for greater social impact.
3. **Education and Advocacy:** Help shape the agenda and decision making of government and other external stakeholders.
4. **Issue-Area Visionary Leadership:** Contribute to the vision and thought leadership in the foundation's focus area(s) and communicate this vision.
5. **Reputation stewardship:** Ensure that the Burroughs Wellcome Fund reputation and prestige is maintained.

KEY RELATIONSHIPS

Reports to: Board of Directors

Direct reports: Vice President, Finance
 Program Officers
 Senior Manager, Facilities and Administration
 Meeting Professional
 President, North Carolina Science, Mathematics and Technology Education Center
 Senior Communications Officer

Other Key

relationships: Board and Advisory Committee Members
 Award recipients (institutions and individuals) Medical research community leaders
 Health care leaders Government officials
 Philanthropy leaders

CANDIDATE SPECIFICATION: KEY SELECTION CRITERIA

Ideal Experience

- A doctorate degree in the biomedical sciences or M.D. is required.
- A track record of successful leadership experience in a biomedical or health services organization and academic peer review environment; leadership of team endeavors is also important.
- Deep knowledge and understanding of the scientific environment, including connections to key governmental agencies that support biomedical and clinical research and knowledge of a broad array of scientists.
- A thorough understanding of philanthropy and its giving trends.
- Knowledge of the global funding community with established contacts and networks.
- Successful management experience.

Critical Competencies for Success

Strategic and Intellectual Leadership: In an organization whose mission is to advance the biomedical sciences, the President will provide visionary leadership to keep the BWF at the forefront of promoting biomedical research and education by:

- Guiding strategic planning for the organization and creatively identifying and evaluating new programs and opportunities for the BWF; and
- Cultivating new and existing strategic partnerships on a regional and national level.
- Influencing Skills: In a multi-stakeholder environment where there is increasing competition for scientific talent and financial resources, the successful candidate will build credibility and support by:
 - Actively collaborating with other private and/or public organizations, resulting in greater impact for BWF initiatives;
 - Providing a neutral forum for consensus-building around strategic goals;
 - Building and maintaining positive relationships with scientists and research organizations across the country and beyond; and
 - Communicating effectively orally and in writing to advance BWF's mission.

Business/Management Skills: In an organization that is a steward for significant financial and human resources, the President will provide necessary oversight and management by:

- Monitoring the business and financial operations of the Fund, including its investments, its financial policies and the management of its assets;
- Recruiting, nurturing and retaining world class talent;
- Creating a positive and productive work environment where learning is continuous; and
- Effectively coordinating the work of the Board of Directors and its committees.
- A commitment to transparency.

Other Personal Characteristics:

- A model of integrity, fairness and high ethical standards.
- Intelligence and a leadership style that engenders respect and commitment from stakeholders.
- Personally committed to and passionate about the importance of advancing the biomedical sciences.
- Someone who enjoys exploring new ideas.
- Good sense of humor.
- Open communication style.
- Someone who has presence and who exudes confidence.
- Politically savvy.
- Exceptional interpersonal and communication skills.