



LIFE SCIENCE CARES
boston

Partnerships Manager

ABOUT THE ROLE

Life Science Cares Boston's Partnerships Manager will be in charge of executing year-round engagement and volunteer opportunities. Engagements include: donor drives, corporate volunteer events, career panels and lab tours, days/months/weeks of service, and much more. The Partnerships Manager is a key role at the organization, as they ensure employees, corporate leaders, and other stakeholders are paired with meaningful opportunities to support our community.

The ideal candidate for this position will be passionate about LSC's mission. The position requires the poise and professionalism to responsively interface with our corporate contacts, while also strongly advocating for our nonprofit partners. They will enjoy operationalizing a program that has many moving parts and requires a high degree of attention to detail, as they will be managing many logistics simultaneously. We're looking for someone who is high-energy, comfortable engaging in thoughtful and productive idea-sharing, and who represents the values of the life science industry and the partner organizations we serve. The Partnerships Manager should enjoy working in a fast-paced environment, managing diverse tasks, and engaging externally with an optimistic, customer service-oriented attitude. Likewise, they should enjoy capturing data, managing related databases, creatively developing collateral, and working with the LSC team to convey the impact of the giveback work they coordinate.

This role is an opportunity for a motivated candidate to join a fast-paced nonprofit foundation and play a key role in moving a large volume of human and in-kind capital to our nonprofit ecosystem. It is also an opportunity to learn about Corporate Social Responsibility, trust-based philanthropy, the life sciences industry, and Greater Boston's nonprofit ecosystem.

ABOUT LIFE SCIENCE CARES

Life Science Cares activates the financial and human capital of the life sciences industry and partners with nonprofits to disrupt the cycle of poverty and inequality in our communities. We envision all of our neighbors having access to basic needs, access to education, and access to opportunity.

Life Science Cares was founded nearly nine years ago to combat poverty and the disparities that surround us. Through Life Science Cares we provide a platform for life science companies and their employees to efficiently invest their time and resources to reduce the burden of poverty. Working in partnership with community-based nonprofit organizations and other key stakeholders, we invest in and build programs to provide access to basic needs, access to education, and access to opportunity.

Life Science Cares is an equal opportunity employer that supports and celebrates diversity. As such, we are committed to creating an inclusive environment for all employees, partners, and stakeholders. We believe our workplace and communities thrive when we actively promote Diversity, Equity, Inclusion, and Justice in all we do.

REPORTS TO: Head of Programs and Community Engagement

POSITION DETAILS: This position is full-time Hybrid. The Partnerships Manager will need to coordinate and attend volunteer events on a regular basis and will sometimes need to work outside regular working hours. Occasionally, they may need to work on weekends or on holidays to successfully execute volunteer engagements. They are expected to be a committed and present member of the Life Science Cares Boston team, attending meetings, organization events, and other engagements as needed to support the team and mission of Life Science Cares.

The Partnerships Manager will need to be readily accessible to life science companies located through Greater Boston. The Partnerships Manager needs a valid Driver's License and their own reliable vehicle to attend engagements for nonprofit partners, corporate partners, and other events where an LSC presence is needed. LSC reimburses for mileage for attending events.

SALARY RANGE: The salary range for this role is \$68,000 - \$75,000 based on experience. Life Science Cares offers a comprehensive benefits package, including medical, dental and vision benefits, and 401(k) with employer match, as well as generous paid time off and flexible work schedules.

RESPONSIBILITIES

- Manage employee engagement opportunities (e.g., drives, in-office activities, in-person and remote volunteer activities, Days/Weeks/Months of Service) for a large portfolio of LSC corporate partner employees and C-Suite leaders ensuring top notch customer service is delivered with smooth planning, engagement execution, and post-event follow-up
- Facilitate the creation of unique giveback opportunities on site, within companies, and in the community with our nonprofit partners (e.g., student visits, lab tours, etc.)
- Communicate with volunteers, donors, and primary contacts at corporate partners before and after giveback opportunities
- Manage all logistics and ordering of supplies for ongoing engagements, as well as for large-scale drives (e.g., Back-to-School and Holiday Drives)
- Onboard all new companies and new contacts in portfolio, identifying engagement opportunities
- Create events and reliably enter data on Program metrics and impact into spreadsheets and databases, including LSC's proprietary volunteer management platform, NOG
- Represent LSC at nonprofit corporate partner engagements, including volunteer opportunities and other events
- Work with Head of Programs and Director of Development to execute on CSR Roundtables, events for LSC Advisors and Managers, and other stakeholder giveback engagements (e.g., family days, career panels, etc.)
- Capture metrics and impact stories related to engagements, while ensuring all metrics related to corporate partner engagement are met or exceeded
- Operationalize LSC involvement in conferences and ad hoc giveback events, including Biotech Week Boston, BIO, and others, as needed
- Work with LSC Boston's leadership team to steward current corporate partners and recruit prospects into our Network of Good
- Create collateral for partner events and volunteer campaigns, as needed
- Provide content to Marketing for social media posts, monthly newsletters, and other communications, as needed

LSC is a fast-paced and growing organization. As such, the Partnerships Manager will be expected to evolve in their role, perform tasks, and help teammates in ways not explicitly listed above.

REQUIREMENTS

Minimum qualifications

- Bachelor's Degree and at least 5 years of professional work experience
- Poise and professional demeanor in communicating with a diverse range of stakeholders, in both written and oral communications
- A self-starter who thrives working independently, but also enjoy team collaboration
- Stellar organizational skills, attention to detail, and consistent follow-through
- Strong desire to learn and grow professionally with a strong interest in Corporate Social Responsibility
- Exceptional ability to prioritize and manage multiple projects and meet deadlines
- Strong desire to dive in and learn about both Boston's life science industry and our nonprofit ecosystem
- Willingness to go the extra mile to ensure LSC exceeds expectations
- Enjoys working with quantitative and qualitative data
- Strong comfort using new tech platforms with a strong, existing knowledge of Google Suite and Excel; knowledge of Canva preferable

Physical Demands

The physical demands described here are representative of those that must be met to successfully perform the essential functions of the job:

- The employee is regularly required to sit, stand, walk, bend, lift, and carry objects (up to 10 pounds)
- Some local and national travel is associated with the job
- In-office attendance, as well as event participation outside of the office, is required

HOW TO APPLY

To apply for this position, please send a resume & thoughtful cover letter to recruiting@lifesciencecares.org with the subject heading in the following format: "Partnerships_Manager [YOUR FULL NAME]".