

## **Senior Director – Head of Business Operations – Job Description**

We are seeking a detail oriented, proactive, and highly experienced and organized Head of Business Operations with a track record of success managing projects and business operations. With a wide-ranging impact, the Senior Director of Business Operations enhances the CEO's leadership through executive support, strategic alignment, and project management. These are vital in maintaining clear communication and alignment across departments, streamlining operations, and boosting the organization's performance for growth and scale. Working closely with the CEO and the LT, you will optimize strategic planning, provide operational and executive level support to defining and delivering Fibrocor Therapeutics goals, ensuring alignment of activities and key messages within and beyond Fibrocor. You will build positive relationships internally and externally and, in some cases, directly support and / or drive high priority initiatives, drive operational excellence and own process improvements. As a project manager and strategic adviser, you will be at the forefront of transformative initiatives, driving efficiency, innovation, for the overall success of the company.

You will have a broad scope of responsibilities spanning HR, People, Finance & Accounting, Communication, Administration, Outreach Management, Special Projects, and ensuring smooth operations across the organization. You will work closely with the Finance Team to ensure the smooth and healthy function of Fibrocor's business operations.

### **Key Responsibilities**

Operations:

- Strategic and trusted advisor to the President and CEO - this position requires a detail-oriented individual with excellent problem-solving skills, the ability to work independently and the capability to manage multiple competing priorities.
- Develop and implement operational strategies aligned with the company's goals for sustainable growth.
- Develop and implement efficient administrative processes to enhance productivity and streamline the operations of the company.
- Collaborate with the CEO and Finance to develop accurate financial forecasts, reports, and metrics to support decision-making processes and investor relations.
- Own the development and execution of internal and external communication strategies.
- Develop and manage messaging that drives impact in the business.
- Manage and oversee day-to-day administrative operations.
- Design and maintain an internal website and data storage system as the primary communication hub for employees, ensuring consistent messaging and alignment.
- Monitor social media platforms and develop real-time social media content in response to current events.

- Arranges and coordinates interviews for key spokespeople with TV and streaming news channels.
- Oversee key projects, ensuring flawless execution and contributing to the hiring company's growth trajectory.
- Expand or develop campaigns to build a strong presence for Fibrocor across the media
- Write critical content, including messaging documents, Q&As, and press releases.

#### Process Optimization:

- Act as a catalyst for the development and execution of a continuous improvement mindset.
- Identify opportunities for process improvement, efficiency gains, and cost reduction across all operational functions.
- Maintain project schedules, delegating tasks, identifying dependencies, and driving awareness and crisp execution against major due dates.
- Lead the onboarding process for new team members, ensuring a smooth transition by coordinating with relevant departments, providing necessary equipment, access, and training.
- Implement and manage HR systems, including performance evaluation processes, and employee engagement initiatives.
- Maintains contracts and renewals for strategic partners.

#### Team Leadership:

- Manage and inspire a high-performing operations team, fostering a collaborative and results-driven culture.
- Act directly with the CEO where needed within cross-functional meetings and initiatives for feedback and input.
- Serve as a liaison between business, scientific, and IT groups to ensure that data related requirements are clearly defined, communicated and well understood and considered as part of operational prioritization and planning.
- Support CEO's weekly leadership meeting agendas, Quarterly Board Reviews and team offsites.
- Serve as a resource to execute on both change management and project management accountabilities for large scale business and operations projects when warranted.

#### Qualifications:

- At least 15 years industry experience in the Biotechnology, Pharmaceutical, or other Healthcare related field
- Bachelor's or advanced degree in Management, Business, or a related field.
- Professional certification in Change Management with 10 years experience
- 10+ years of experience in corporate communications, employee engagement and internal/external communications strategies
- Proven ability to create and successfully execute impactful communications strategies.
- Global acumen and experience working across borders, time zones, and cultures.
- Strong organizational skills, with the ability to manage multiple priorities and meet deadlines in a fast-paced environment.
- Exemplary communication, negotiation, documentation, organization, and planning skills.
- Problem solver with a strong sense of individual ownership and accountability.
- Expert level knowledge of Microsoft Office, Concur, SharePoint
- At least 15 years of experience owning and driving process efficiencies.
- Demonstrated experience managing projects of various size and scope.
- Excellent communication and interpersonal skills, with the ability to build relationships and influence decision-making at all levels of the organization.
- Demonstrated ability to bring structure to vaguely defined problems, pragmatically scope problem solving approach, and manage execution.
- Demonstrated ability to think and plan strategically, identify strategic options and trade-offs.
- Proven experience in operational leadership roles, with a track record of driving operational excellence.
- Ability to develop and execute operational strategies that align with overall business goals.
- Strong understanding of administrative functions
- Proficiency in financial analysis, budgeting, and expense management.
- Detail-oriented with excellent problem-solving and analytical thinking abilities.
- Self-motivated, proactive, and capable of working independently as well as part of a team.