

PRIM&R

PUBLIC RESPONSIBILITY IN
MEDICINE AND RESEARCH

Executive Director
Position Description

May 2013

Public Responsibility in Medicine and Research ([PRIM&R](#)) is seeking an Executive Director (ED). The organization and position are based in Boston, Massachusetts.

Public Responsibility in Medicine and Research

PRIM&R is dedicated to advancing the highest ethical standards in the conduct of biomedical, social science, behavioral, and educational research. It accomplishes this mission through education, membership services, professional certification, and public policy initiatives. PRIM&R's core values include: Excellence, Community, Diversity, Integrity, Knowledge, Respect, Social Responsibility, and Creativity.

Since 1974, PRIM&R has served a broad range of individuals and organizations from around the world involved in human as well as animal research. PRIM&R's vibrant membership, numbering nearly 4,000 individuals, includes professionals working with human subject protections, animal care and use, institutional biosafety programs, IRB/RECs, and ESCROs. PRIM&R serves administrators, researchers, veterinarians, community representatives, research and veterinary staff, institutional officials, government representatives, subject advocates, ethicists, policy makers, pharmaceutical and biotechnology personnel, and attorneys.

Through a wide variety of conferences and courses, PRIM&R provides objective and accurate information on the range of ethical and regulatory issues affecting research while also offering unparalleled access to certification, networking, and professional development. PRIM&R also engages in public policy matters as they arise from its unique position as a provider of independent and balanced advice and commentary.

Financially healthy, PRIM&R has an annual operating budget of approximately \$4M. Income derives primarily from conferences and education programs with additional grant funding through partnerships. PRIM&R has a dedicated and skilled staff of 16, most of whom are full-time.

The Board of Directors

The Board of Directors consists of 21 talented, committed, highly knowledgeable members, with expertise in a range of disciplines. The Board plays an active governance role and advises, guides, and leads the way for PRIM&R to advance its mission.

The ED works closely with the Board to effectively manage PRIM&R's resources, monitor the organization's programs and services, cultivate its relationships with its varied constituencies, and ensure effective strategic planning. The ED reports to the Board of Directors, which meets three times per year, and to the Executive Committee of five members, which meets monthly by conference call. Alexander M. Capron, who serves as the current Board Chair, holds the rank of University Professor at USC. (A full [list](#) of the members appears on the PRIM&R website.)

Leadership Transition

PRIM&R's founding executive director, Joan Rachlin, is retiring in early 2014 after nearly 40 years of exceptional service to the organization and to the field of research ethics. Under her direction, PRIM&R has grown into the thriving organization it is today. She leaves the organization financially sound, with a talented staff and renowned programs.

The Role

The Executive Director will lead PRIM&R into its next phase of growth. S/he is the primary contact with the Board and the Executive Committee, guides the organization's strategic planning, leads the staff, and is responsible for communicating PRIM&R's mission, values and programs to staff, members, conference and educational program attendees, speakers, the media, and the general public. The ED has three direct reports: The Managing Director, the Senior Director for Programs and Publications, and the Education Director, through whom s/he oversees the organization's financial, operational, marketing, communication, education, and development activities.

It is specifically expected that the Executive Director will:

Strategic

- In conjunction with the Board, review, update, and implement the strategic plan for the organization.
- Create partnerships that expand the reach and impact of PRIM&R, including but not limited to relationships with other leading national research ethics organizations, governmental agencies, industry, and investigator communities.
- Expand PRIM&R's global presence within the research community. Assess the organization's presence in the marketplace and look for opportunities globally to expand outreach to international researchers, institutions and governmental entities around issues pertaining to research ethics.
- Advance use of innovative technologies for educational and outreach purposes. Partner where appropriate with other organizations providing similar services.
- Identify ways to diversify revenue streams and establish new funding sources while not losing sight of PRIM&R's mission and values.

Operational

- Lead the Boston office staff, providing opportunities and encouragement for all employees to maximize their individual potential and ability.
- Ensure operational efficiency, including administration, planning, and implementation.
- Foster a workplace culture aligned with PRIM&R's core values.
- Contribute to generating topics for programmatic content of all educational programs (conferences, short courses, webinars, regional meetings, etc.), and use knowledge of, and contacts in, the field of research ethics to recruit and cultivate speakers.

Qualifications and Experience:

The Executive Director should hold a doctoral or master’s degree and have had noteworthy leadership experience at a national-level membership association, a not-for-profit organization, or at another institution of similar scope and complexity as PRIM&R, preferably one that addresses the issues raised by human and animal research. Individuals with an undergraduate degree and significant relevant work experience without an advanced degree may also be considered. Being a Certified IRB Professional or Certified Professional IACUC Administrator would be a desirable qualification.

The ideal candidate will have the following attributes and qualities:

- Be an inspiring, engaging and skilled leader, able to create and nurture partnerships and relationships across a wide range of subject matter experts.
- Ability to create a dynamic environment that fosters transparency, collaboration and innovative thinking.
- Demonstrated ability to lead an organization effectively; experience in overseeing staff who manage budgets and finances, communications, and marketing.
- Aptitude for understanding the needs of the marketplace and membership demand, in order to support further growth of membership and innovative programming.
- Knowledge of the competitive landscape and ability to make assessments of current and future programs and opportunities for increasing sources and amount of revenue.
- Ability to balance the needs of staff, membership, and Board.
- Interest in research ethics combined with knowledge of the field or a commitment to acquire such knowledge.
- Excellent written communication skills.
- Strong inclusive and engaging communication style, as well as personal charisma that inspires people to work together.
- Respect for PRIM&R’s history and ability to assess organizational readiness for change.
- Experience with change-management that is aligned with the organization’s goals, mission, vision, and values.
- Knowledge of opinion-leaders and key actors in the field of research ethics.
- Ability to guide and develop a professional staff.
- Strategic and diplomatic approach to seeking out and developing relationships with other organizations.
- Fundraising and grant-writing experience.
- Experience working with and engaging multiple constituencies.

Interested candidates are asked to send a letter of interest and curriculum vitae to:

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