

Confidential Job Description  
for the position of

**Executive Director**

Oklahoma City Biomanufacturing Workforce Training Center  
Oklahoma City Innovation District

**POSITION SUMMARY:**

The **Executive Director** will be an experienced biopharmaceutical technical operations leader, biopharmaceutical GMP training professional, or an existing biomanufacturing training center leader with a passion for workforce development, economic development, and upskilling the next generation of American workers to participate in the rapidly growing biomanufacturing sector. The candidate will report to the CEO of the Oklahoma City Innovation District (OKCID), a 501(c)(3) nonprofit overseeing a 1.3 square mile concentration of research-oriented anchor institutions, private companies, community-oriented public spaces, retail, and residential space east of downtown Oklahoma City (OKC). The candidate will be responsible for leading a once-in-a-generation opportunity to develop and operate a state-of-the-art **Biomanufacturing Workforce Training Center** currently under construction inside the OKCID. The 7,000 square foot training facility is being initially capitalized through near \$16M in federal grants under two distinct American Rescue Plan Act (ARPA) funding vehicles. The facility is to be housed inside Innovation Hall, a city-supported development and part of a much broader slate of real estate projects in the broader area. The **Biomanufacturing Workforce Training Center** will meet the growing demand for skilled labor in and outside the region, and will enable the formation of inclusive, non-degreed career pathways into high-wage jobs. The candidate will be responsible for successfully standing-up and staffing the facility, leading implementation of curriculum (in partnership with the **National Center for Therapeutics Manufacturing** in College Station, TX), and operating the center and its programs after initial startup phase.

**SCOPE AND RESPONSIBILITIES:**

The candidate for Executive Director will report to the Chief Executive Officer. As the training center is a new initiative of OKCID, key responsibilities for this role will span several distinct phases, and include the following:

**Start-up Phase:**

- Chairing the steering committee and leading charter formation
- Leading RFP processes for client reps to manage build and equipment procurement, C&Q
- Overseeing client reps and approving all spending
- Establishing an operations budget for the center's first 3 years including headcount, materials, licensing, equipment maintenance
- Developing a business sustainability plan in partnership with the Steering Committee
- Developing a staffing plan, job descriptions, compensation plans, etc.
- Leading curriculum development
- Securing appropriate educational accreditations

**Operations Phase:**

- Supervising curriculum design, development, and production
- Overseeing the maintenance of the facility and equipment according to the QMS
- Continuing to ensure appropriate accreditations as new curricular offerings are made available

- Leading ongoing fiscal management of operations
- Establishing annual organizational goals and performance metrics
- Performing annual employee performance reviews
- Leading the collection post-training feedback to drive curriculum modification/redesign

**Business Development, Public Relations, and Communications:**

- Leading ongoing regional and national awareness campaigns to drive demand for the facility
- Overseeing website design and maintenance and social media presence
- Supporting the CEO in preparing communications and updates to funding agencies
- Reporting progress to the OKCID Board
- Building and maintaining relationships with regional biotech coalition leaders
- Identifying and pursuing further opportunities for public funding

**LOCATION:**

OKCID's headquarters are in Oklahoma City, OK. Because it is expected that this individual will work and operate onsite, he or she will be required to relocate to Oklahoma City to lead this growing initiative.

**CANDIDATE QUALIFICATIONS:**

The successful candidate will have extensive leadership experience in biologics manufacturing operations. He/she must have demonstrated success in technical operations (Manufacturing Science, Manufacturing Operations, Tech Transfer, Process Development), and a track record of successfully implementing technical and scientific processes, procedures, and/or scientific innovations. The following are requirements of this role:

- 5-8 relevant industry experience in a technical operations role
- 2-4 Supervisory or line management experience
- A Bachelor's degree in a life science discipline. MBA or an additional graduate degree is desirable, but not required.

**COMPENSATION:**

An attractive compensation package will be offered based upon background and experience.

**CONTACT:**

Katy Boren  
CEO  
Oklahoma City Innovation District