The Pistoia Alliance, Inc, is seeking a Chief Portfolio Officer in a Contracted Part time Role

Chief Portfolio Officer; IPM (Innovation Projects, President's Challenge, and Member Led Projects)

The Chief Portfolio Officer as a strong leader, oversees a core capability of the Alliance including all internal functions aimed at planning, instituting, and executing the Pistoia Alliance's Innovation and Member-led projects. The CPO will work in partnership with the Commercial Team.

The Pistoia Alliance Organization

The Pistoia Alliance is a global, not-for-profit members’ organization working to lower barriers to innovation in life science and healthcare R&D through pre-competitive collaboration. Please visit http://pistoiaalliance.org

Position

The Pistoia Alliance has been developing activities including conferences, projects, communities of interest, and a seed fund for innovative projects. It is expanding its membership globally. The Alliance is now seeking to accelerate growth across its project portfolio. The Pistoia Alliance Board of Directors has identified the need to sharpen its focus on the project portfolio with a mission-attentive, well-connected, and process-minded yet agile and pragmatic leader. The CPO will have experience in scaling an organization, developing a performance culture among a group of diverse, talented individuals, and to facilitate the Alliance to deliver a valued portfolio for its members.

The CPO must be a leader who is able to help others at the Pistoia Alliance deliver measurable, cost-effective results that make its vision a reality. Importantly, the successful CPO will have the skills, sensitivity, and personal confidence to tap into the power that each member company of the Pistoia Alliance brings to this mission yet provide clear leadership. While it is essential that the CPO brings efficient and effective systems to increase the productivity of the organization, it is also critical that the delivery organization retains the creative spark and agility that drives the Pistoia Alliance concept and adds member engagement and pragmatic delivery. The CPO will collaborate closely with the Commercial Team.

Responsibilities

Reporting to the President of the Pistoia Alliance, the CPO will lead all internal project portfolio operations and will have the following responsibilities:

1. Working in close partnership with the Board of Directors, and commercial team, develop approaches, processes, and procedures to support the implementation of the Pistoia Alliance strategy.
2. Ensures the execution and tracking of critical activities for project teams. Manages projects of high complexity and reporting.
3. Provide for staff – contracted, and volunteers - a strong leadership presence; foster global virtual operations and support an open-door policy among all contributors and members.
4. In collaboration with the Pistoia Alliance Treasurer, develop and adhere to budgeting which accurately provides spending and fund-raising details.
5. Enhance and achieve member engagement including member retention and acquisition, project funding, and active member participation in projects. Assure projects add value for members.
6. Continually evaluate cooperatively across the Pistoia Alliance whether to continue, to slow, to accelerate, or stop projects.

**Operations**
1. Manage and operate the project portfolio and planning processes through a pipeline starting with the president’s challenge or innovation projects to member led projects.
2. In collaboration with the Treasurer, develop a financial management reporting system that provides the organization with quick access to financial information which enables accurate financial reporting and planning.
3. Utilize the current back-office technology infrastructure of the Pistoia Alliance and in collaboration with member representatives, and the commercial team, pursue programs and projects to support growth and value to members.
4. In collaboration with the IPM team members and the commercial team, manage project team constitution including recruiting paid project resources.
5. Oversee delivery from project teams. including recruiting contracted project resources or outsource to appropriate suppliers- all via negotiated contracts and bids for services.
6. Collate and report progress of the Pistoia Alliance Portfolio for regular operations meetings as well as for board updates, the web-site, newsletters, and relevant social media.

**Budgeting**
1. In conjunction with Alliance leadership, implement reporting, measuring and supporting activities for revenue generation as a result of portfolio activities.
2. Present to the Pistoia Alliance board of directors the status of the portfolio at its quarterly meetings and serve on board sub-committees as necessary.

**Key Qualifications**
1. The successful candidate must believe in the core values of the Pistoia Alliance and be driven by its mission.
2. He/She will demonstrate a passion for leadership and be willing to break new ground to lead change within life sciences in general and in the pharmaceutical industry in particular.
3. Proven experience in scaling a virtual organization and a demonstrated ability to both lead and build the capabilities of a driven, bright, diverse team is essential. He/she must be able to implement change and lead a diverse set of resources to a common vision and mission.
4. A minimum of five years of management experience in life sciences organizations with project execution responsibility is needed. Previous non-profit experience is a plus.

5. Additional requirements include:
   1. **Results-proven track record of exceeding goals and a bottom-line orientation:** evidence of the ability to consistently make good decisions through a combination of analysis, wisdom, experience, discussion and judgment; high level of business acumen including successful P&L management; the ability to balance the delivery of programs against the realities of a budget; and problem solving, project management, and creative resourcefulness.
   2. **Vision and agility:** ability to think and act strategically, identify trends, anticipate the consequences of decisions, and incorporate them into the organizational plan. He/she will have the ability to uncover unique new capabilities which can effectively be implemented for the membership.
   3. **Capacity Building:** the ability to build organization and capacity, developing the workforce and the processes that ensure the organization runs smoothly.
   4. **Leadership and Organization:** proven ability for managing and leading people; a team builder who is a leader, who has experience in scaling up organizations; ability to connect resources both on an individual level and in large groups.
   5. **Action Oriented:** enjoys working hard and looks for challenges; able to act and react as necessary in ambiguous circumstances; not afraid to take charge of a situation.
   6. **Solid educational background:** An advanced degree in life sciences and/or a technical area with application to the life sciences is highly desirable.

This is an opportunity for a highly-motivated professional to assume a pivotal role in the evolution of a fast-growing, increasingly recognized organization. We are seeking an individual of quality with a respected track record.

**Compensation**
Mutually acceptable contract terms will be negotiated.