

## **THE CHAIRMAN OF THE ICOC**

**March 28, 2024**

### **JOB DESCRIPTION and DUTY STATEMENT**

**POSITION: President and CEO, California Institute for Regenerative Medicine (CIRM)**

MANDATE: California Proposition 14 (2020).

#### **POSITION DESCRIPTION:**

The President shall be an experienced individual who manages the day-to-day operations of the Institute, while understanding and promoting its mission. The President provides inspiring leadership to the executive team; establishes solid working relationships with the board of directors; and provide a strategic vision for the future. The President serves as an ex officio member of each of the Institute's working groups.

#### **MISSION of CIRM:**

The California Institute for Regenerative Medicine is the state's Stem Cell Agency. CIRM was created by the voters of California in 2004 with the passage of Proposition 71, providing \$3B to invest in stem cell research in California, and extended in 2020 by the successful passage of Proposition 14 with an additional \$5.5B. The mission of CIRM is to accelerate world class science to deliver transformative regenerative medicine treatments in an equitable manner to a diverse California and world. Our mission informs all our projects and inspires our workforce.

Our highly trained team actively partners with all stakeholders to fast-track the development of promising stem cell and regenerative medicine

technologies. CIRM is one of the world's largest institutions dedicated uniquely to helping people by bringing the promise of regenerative medicine closer to reality.

## **I. STRATEGIC VISION**

In a real sense, the citizens of California created the Vision that engendered CIRM and infuses its work. It is the responsibility of the President to execute on that Vision by understanding and developing the Strategic Plan; interpreting and executing the strategic plan; and regularly evaluating its success and communicating it to the public.

### **The President will:**

1. Understand the scientific landscape and be able to anticipate and articulate the critical issues, opportunities and threats in the foreseeable future.
2. Be continually involved in productive dialogue with important stakeholder groups to create alignment, reinforce the mission, and communicate advances in basic and clinical science.
3. Over the trajectory of the existing Strategic Plan, regularly evaluate the Plan to ensure it meets the current needs of the organization and maintains pace with a rapidly changing scientific landscape; to propose adjustments, amendments or replacement of the Plan as needed; and establish appropriate goals and metrics to measure progress.
4. Demonstrate creative thinking on the import of setting priorities within CIRM's programs and budget.
5. Communicate to the Governing Board on new proposals, the state of ongoing projects, and how these endeavors help realize the Strategic Plan.
6. Identify bottlenecks that delay implementation of any of CIRM's strategic goals, and what actions are proposed to mitigate against them.

## **II. LEADERSHIP AND COMMUNICATION**

The President of CIRM occupies a highly visible position with the general public and with the scientific, commercial biotechnical, and academic communities. The position requires the ability to hold a dialogue with many different stakeholder groups including patients, advocates, scientists, government officials, academics, industry, potential donors, and Board members.

### **The President will:**

1. Provide inspiring leadership to the entire organization.
2. Demonstrate an appropriate understanding of, and enthusiasm for, CIRM's mission.
3. Cultivate a strong working relationship with the Board, and its Chair and Vice Chair.
4. Take the lead in modeling the principles of Diversity, Equity, and Inclusion (DEI) in CIRM's infrastructure, workforce and research and clinical programs.
5. Participate in significant events in the regenerative medicine arena (as panelist; keynote speaker; etc.) or sponsored by CIRM, and report back to the Governing Board the highlights of those events.

## **III. MANAGEMENT**

### **The President will:**

1. Delegate significant tasks to the Leadership Team to allow time for the President to engage in strategic thinking.
2. Mentor the Leadership Team to enable professional and personal development.
3. Engage in planning to ensure continuity of operations and put in place deep lines of succession.
4. Manage and foster a diverse and culturally sensitive workforce and maintain CIRM's principles of DEI.
5. Manage a complex organization with success measured in well-defined metrics.

6. Generate synergy by encouraging teamwork and fostering seamless working relationships between and among CIRM's divisions. Recognize the force multiplier effect of an integrated team.

#### **IV. ADMINISTRATIVE DUTIES**

CIRM's President shall serve as the Chief Executive Officer. They shall perform the duties of their office as set forth in the Act and such other duties as may be delegated by the Chair or approved by the Governing Board.

##### **The President will:**

1. Recruit the highest scientific and medical talent to serve the Institute on its Working Groups.
2. In collaboration with the Board, oversee the operations of CIRM's Working Groups and oversee the process of developing recommendations for all grants, loans, facilities, and standards.
3. Work with the AAWG to develop direction and programs related to Access and Affordability, as per Proposition 14.
4. Hire, direct, and manage the leadership team of CIRM.
5. Oversee compliance with all policies and institutional and external regulations, including the performance of all grant recipients.
6. Recommend to the Board for its consideration an organizational and administrative structure that supports the Institute and Strategic Plan.
7. Be responsible for setting the salary for all employees except the Chair and Vice Chair and their staff.
8. Have the discretion to make job classification changes, consistent with human resources policies and procedures, for employees.

#### **V. FINANCE**

The President and the Chair of the Board each have areas of financial responsibility. The Chair has primary responsibility for ensuring that CIRM has the financial resources to operate and fund awards. The President has primary responsibility for ensuring proper use of the operating budgets approved by the Governing Board as well as the proper use of funds by CIRM's grantees.

**The President will:**

1. Develop the budget and cost controls of CIRM, with the assistance of CIRM's Finance staff, and present it to the Governing Board for approval.
2. Implement the approved Budget and seek approval for significant changes in a timely manner to the Governing Board.
3. Develop the research budget and resource allocation strategy.
4. Develop connections and partnerships with the biomedical sector to cosponsor and support CIRM programs.

**Supervision Received:**

The President reports to the Independent Citizens Oversight Committee (the Board) of CIRM, while respecting the Chair of the Board as a conduit of guidance and advice from the Board as well as a means of communicating with the entire Board.

**Supervision Exercised:**

Members of the CIRM Leadership Team

Members of the Office of the President

**Working Conditions**

Be available for work outside up to 30% of normal business hours

Be able to travel worldwide as necessary

Workplace is 601 Gateway, South San Francisco