

THE CHAIRMAN OF THE ICOC

March 18, 2024

JOB DESCRIPTION and DUTY STATEMENT

POSITION: President and CEO, California Institute of 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 inspired 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 of 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 infuses 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 the world's largest institution dedicated 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 it; and by 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. Regularly evaluate the Strategic Plan to ensure it maintains pace with a rapidly changing scientific landscape, and to propose adjustments or amendments to the Plan as needed.
4. Demonstrate creative thinking on the import of setting priorities within CIRM's programs and budget.
5. Communicate to the Governing Board and as needed 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 both with the general public as 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. Demonstrate an appropriate understanding of, and enthusiasm for, CIRM's mission.
2. Cultivate a strong working relationship with the Board, and its Chair and Vice Chair.
3. Take the lead in modeling the principles of Diversity, Equity, and Inclusion (DEI) in CIRM's infrastructure, workforce and research and clinical programs.
4. Report back to the Governing Board the highlights of the President's participation in significant events in the regenerative medicine arena (as panelist; keynote speaker; etc.) or on events sponsored by CIRM.

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. Recruit top talent to fill vacancies or new positions as they occur.
6. Manage a complex organization with success measured in well-defined metrics.
7. 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.
8. Ensure a commitment to quality and a compliance with institutional and external regulations.

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. Direct the staff of CIRM's Working Groups and participate in the process of developing recommendations for all grants, loans, facilities, and standards.
3. Work with the AAWG, IP & Industry Subcommittee, and Science Subcommittee chairs to develop direction and programs related to Access and Affordability, as per Proposition 14.
4. Hire, direct, and manage the staff of CIRM, with the exception of the Chair and Vice Chair and their staff.
5. Manage compliance with all policies and regulations adopted by the Governing Board, 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 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 report on any 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 for the delivery of research and clinical opportunities.

Supervision Received:

The President reports to the Independent Citizens Oversight Committee (the Board) of CIRM, while respecting the Chair of the Board as the 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 of normal business hours

Be able to travel worldwide as necessary

Workplace is 601 Gateway, South San Francisco