

**BRIGHAM AND WOMEN'S HOSPITAL**

Job Title: Executive Director, Brigham Innovation Hub Date: 4/16/2014

Job Code: Grade: FLSA Status:

**GENERAL SUMMARY/ OVERVIEW STATEMENT:** Summarize the nature and level of work performed.

As the institutional leader for the iHub (Innovation Hub), the executive director of BWH's new iHub will be responsible for supporting its mission to foster innovation and collaboration to transform ideas from creation to dissemination. He/She will continuously support BWH employees and clinicians in their efforts to innovate and be a voice for why innovation in healthcare is important for BWHC and for our community. He/She will manage, grow and develop a team that believes in and is passionate about the innovative projects we help to move forward.

The executive director will report to the executive sponsors of the BWH iHub the Chief Quality Officer and SVP of Research.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:** Indicate key areas of responsibility, major job duties, special projects and key objectives for this position. These items should be evaluated throughout the year and included in the written annual evaluation.

**Principal Duties/Responsibilities:**

- 1) Organizational:
  - a. Develop, manage and maintain strategic plan for BWH iHub considering the financial, customer, internal business processes and the people it supports.
  - b. Oversees and manages team including two managers of innovation strategy, project manager and interns
  - c. Lead bi-monthly Innovation for Mission meetings
  - d. Lead quarterly BWH iHub Idea Presentation meetings
  - e. Host bi-monthly iHub Huddle meetings with attendance by innovators at BWH interested in having regular discussions together
- 2) Financial:
  - a. Manage budget and financial planning process in collaboration with CCE as appropriate
  - b. Manage to budget throughout the year.
  - c. Oversee and manage revenue projections.
  - d. Ensure iHub budget is on plan or whether adjustments are needed.
  - e. Develop and maintain the business plan for the iHub.
  - f. Develop a process for assessing the potential financial benefits for individual iHub-supported projects.
- 3) Portfolio:
  - a. Internal:
    - Oversee management of internal iHub projects portfolio with regular meetings and communication with faculty and iHub team.
    - Proactively engage clinicians, scientists and employees to engage in innovation at BWH for potential incubation and development by iHub.

- Ensure core processes are operational and that innovators feel heard and supported.
  - Be a networking resource for internal BWH innovators.
- b. External:
- Participate in phone calls and meetings with external start-ups interested in piloting/working with BWH.
  - Oversee the management of the external portfolio as we connect start-ups to researchers and help facilitate pilots in return for equity, royalties or fees.
  - Be a networking resource for external start ups.
- 4) Internal Innovation Consulting:
- a. Outreach to internal departments, divisions and task forces to support innovation needs and efforts.
  - b. Create a repertoire of efforts that these groups can utilize to encourage innovation:
    - Brainstorms events such as Hackathons, Case Teaching, Collaboration Nights.
  - c. Promotes and prioritizes internal consulting efforts
  - d. Meets with internal team leaders/chiefs as necessary to support their interest in innovating with their groups
- 5) Partnerships & Funding:
- a. Partners Innovation (PI) – Work closely with PI to support efforts of innovators through invention disclosures, IP, and funding from Partners Innovation Fund.
  - b. Brigham Research Institute – Partner with BRI to manage events, website, and other related efforts.
  - c. BWH/Partners IS – Work closely with IS teams to facilitate support for iHub efforts and to encourage Developers within IS to engage with the iHub
  - d. BWH Development Office – Work closely with campaign team and other relevant Development team members to pursue donations and support from donors and industry.
  - e. Facilitate and work closely with other partners such as CIMIT, Harvard Catalyst, BBIC, Wyss, BWH Depts/Divisions and others.
  - f. Develop relationships and models for relationships with strategic partners such as Hacking Medicine, industry, incubators, venture capital, angel groups and industry associations
- 6) Marketing:
- a. Ensure successful development and implementation of signature events including; Hackathon, Clinical Innovation Day, Shark Tank Events, Collaboration Nights and others.
  - b. Support @BWHiHub on Twitter to engage the innovation community and perpetuate BWH iHub’s presence as a key player in healthcare innovation
  - c. Work closely with BWH Public Affairs & Communications and Marketing to make BWH iHub part of the Innovation conversation happening in the media and in the community.
- 7) Mentors/Advisors:

- a. Develop team of internal and external mentors and advisors. Role of mentors and advisors is to help portfolio projects in their development and advise iHub as needed.
- b. Manage iHub relationship with mentors/advisors – reaffirm their interest and participation as needed.
- c. Meet with portfolio projects to ensure mentors/advisors are helpful

8) Innovation at BWH/Partners

- a. Oversee projects such as the 2<sup>nd</sup> opinion pilot that will help strategically position the hospital in response to changing market dynamics.
- b. Be a member of key inside groups, for example Partners National Telehealth Task Force and Partners eCare Innovation Council.

**QUALIFICATIONS:** (MUST be realistic, neither overstated nor understated, and related to the essential functions of the job.)

- MBA required
- Minimum of fifteen years of progressively responsible experience in one or all of the following areas:
  - Strategy
  - Innovation
  - Business Development
  - Entrepreneurship/Start-ups
  - Developing teams

**SKILLS/ ABILITIES/ COMPETENCIES REQUIRED:** (MUST be realistic, neither overstated nor understated, and related to the essential functions of the job.)

1. Proven track record with leadership experience in strategy and innovation
2. Skilled at developing revenue models and creating growth at start up and early stage companies
3. Proficient in recruiting, training and motivating individuals and teams
4. Strong leader with the ability to think both strategically as well as analytically
5. Must be an attentive listener and persuasive communicator
6. Be comfortable in a fast-paced, entrepreneurial environment, while simultaneously understanding the needs, process and mindset of a large organization.
7. Must have outstanding interpersonal skills to interact and network effectively with people from different backgrounds.
8. Have a thirst for knowledge – the ideal candidate has a passion for innovation and creativity.
9. Must be comfortable working within an evolving structure and be able to re-establish priorities as they change.