

WE ARE  
LOOKING  
FOR

# ADMINISTRATIVE DIRECTOR Mass General Center for Genomic Medicine (CGM)



One of the largest and most dynamic international hubs of genomic medicine research in the field

>400

Scientists, trainees, and affiliates engaged in fundamental, translational, and clinical genomic research

50

Harvard Medical School faculty and leaders across MGH, Harvard, and the Broad Institute genomics communities



## Critical attributes



Examples of what we are looking for:

Outstanding communication and leadership capabilities

Strong administrative experience and exceptional interpersonal skills

Ability to implement the administrative and strategic vision of the CGM Director

Ability to support the management of >300 grants and contracts

## Core Mission and primary responsibilities



In partnership with the CGM Director, the AD will oversee a wide spectrum of activities with focus on:

-  CGM Administration and Science
-  CGM Faculty and Team Members
-  CGM Communications
-  CGM Grants and Philanthropic Portfolios

LINK: <https://cgm.massgeneral.org/jobs/administrative-director-cgm-thematic-center/>

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