

## ABOUT US

We incubate and invest in early-stage technology-led companies in the healthcare and national security sectors.

We are a team of entrepreneurs, technologists, operators, and investors who are using big data to address our Nation's largest problems. We believe the time for disruption is now. Heavily regulated, highly concentrated, and saddled with perverse incentives, our national security and healthcare systems are fundamentally challenged. Without imminent action, both industries face catastrophic outcomes.

We are Hiring a

## Operations Director

Red Cell is looking for an **Operations Director** to join our Platform team. The Red Cell Platform team provides critical support to our incubation companies so that they can focus on building products and solutions.

The **Operations Director** serves as the operations liaison to a newly formed incubation team on behalf of the Red Cell platform team. To be successful in this role you must have a disciplined, organized approach to project management with significant experience in coordinating activities and stakeholders across a multi-layered organization. The “Ops Director” must represent the Red Cell values to the incubation and its CEO – you will operate with a high degree of urgency, default towards collaboration, hold yourself and the team accountable for results, always act with integrity, and possess an entrepreneurial spirit.

### Responsibilities:

**As an Operations Director, you will act as a liaison for one or more incubations by:**

- Advising the incubation's CEO on Red Cell's standard operating procedures.
- Coordinating with Red Cell's Head of Operations to manage all activities and deliverables within incubation process (i.e., pipeline phases) and incubation checklist.
- Facilitating the strategic planning process for new incubation(s) and develop the operating plan in collaboration with the incubation's CEO.
- Coordinating all business-related activities with Red Cell's platform team (i.e., legal, finance, marketing, administration, etc.).
- Serving as primary conduit for communicating status updates from the incubation to Red Cell.

- Developing and facilitating the incubation's operating rhythm (i.e., meeting cadence) connecting strategic, operational, and tactical meetings in line with Red Cell's operating cycle.
- Maintaining the incubation's budget, financial projections, and resource requirements.
- Determining appropriate technology needs for the incubation while leveraging Red Cell's platform technology provided to the incubation for project management and collaboration.
- Onboarding new team members to the incubation; collaborating with Red Cell's talent, administrative, and legal representatives to ensure NDA's and contract negotiation activities are completed.
- Organizing incubation team offsites and coordinating logistics.

**You will also act in a general Operations role for the Red Cell Platform team, by:**

- Selecting and streamlining tools, processes, and operating rhythm for Red Cell as a whole.
- Creating and managing strategic plans and OKRs for the business and platform teams.
- Monitoring the day-to-day running of the business to ensure progress against key objectives.
- Leading prioritization and decision-making processes with key stakeholders.
- Managing IT, Cybersecurity, and hardware requirements, and communicating implications and policies to employees.
- Supporting investment efforts through content creation and materials.
- Supporting new employee hiring and onboarding.
- Managing budgets for the RC Platform team.
- Leading key cross-functional meetings between stakeholders and incubations.
- Evaluating the efficiency and effectiveness of business procedures and software and making necessary improvements.
- Managing agreements and relationships with 3<sup>rd</sup>-party partners and vendors.

**Requirements:**

- Eligible to work in the United States.
- 5+ years of Operations, Project Management, or Product Management experience.
- Operational and financial acumen.
- Education: Bachelor's Degree or higher.

## Benefits:

- Remote-first work policy; this position can be performed from anywhere in the U.S.
- Full health benefits for you and your family
- Great culture!

## How to Apply

To apply, please send your resume and cover letter to [legalrecruiting@redcellpartners.com](mailto:legalrecruiting@redcellpartners.com).

We're an Equal Opportunity Employer: You'll receive consideration for employment without regard to race, sex, color, religion, sexual orientation, gender identity, national origin, protected veteran status, or on the basis of disability.