

Job Posting: Chief Executive Officer (CEO)-BioForward Wisconsin

Location: Madison, Wisconsin. Additional Offices: Milwaukee and Eau Claire

Type: Full-time, Executive Leadership Role

About the Organization

BioForward Wisconsin is the unified voice and connector for one of the nation's leading biohealth ecosystems. As a member-driven association, BioForward represents and advances Wisconsin's biohealth industry by elevating industry visibility, advocating for shared priorities, convening leaders, and driving strategic initiatives that support company growth, strengthen the ecosystem, and help define and influence the future of healthcare.

Position Overview:

We seek a dynamic Chief Executive Officer (CEO) to lead our organization's strategic direction, advocacy, and operations. This role serves as the primary executive responsible for organizational growth, member and board engagement, and external partnerships that drive value for the association and its stakeholders. The CEO will provide leadership to the Wisconsin Biohealth Tech Hub consortium and governance project, ensuring funding compliance, while managing key BioForward administrative, financial, operational, and business development functions.

Key Responsibilities:

- Lead the organization's advocacy efforts, managing state advocacy strategies through contracted lobbyist, representing member interests before state and federal government legislators and entities, and industry groups.
- Develop, implement, and oversee strategic initiatives that advance the mission and objectives of the association.
- Direct all administrative duties, including human resources functions such as overseeing 401(k) plans, employee relations and benefits, and staffing.
- Manage financial operations including budgeting, monthly financial reporting, cash flow management, tax reporting, and maintaining banking relationships.
- Oversee the alignment of goals & reporting for the WI Biohealth Tech Hub ensuring compliance with the Economic Development Administration (EDA) and State funding requirements for the WI Biohealth Tech Hub.
- Supervise business operations including marketing, membership engagement, purchasing consortium, events, IT administration, office leases, ensuring long term financial results and stability and unified and committed association members.
- Drive business development activities focused on attracting new companies to WI, forming strategic partnerships, and fostering collaborative opportunities among members and industry entities.

- Provide leadership and support to staff, promote a positive and productive organizational culture, and ensure high performance.
- Ensure compliance with all applicable federal, state, and local laws governing 501(c)(6) entities and nonprofit operations.
- Manage quarterly board meetings, executive committee meetings, and communicate regularly with the board of directors, keeping them informed of organizational performance, financial status, and strategic progress.
- Monitor market and industry trends and adapt organizational strategies accordingly.

Qualifications:

- Strong advocacy skills with a demonstrated ability to influence policy and represent diverse member interests effectively.
- Comprehensive background and demonstrated experience in the biohealth industry, including understanding of industry trends, challenges and opportunities.
- Extensive knowledge of the WI biohealth ecosystem, companies, stakeholders, and contacts in the Madison area and Southeastern Wisconsin region.
- Experience leading or managing complex multi-stakeholder consortiums, partnerships or early-stage companies.
- Knowledge of grant compliance and reporting requirements.
- Proven experience in operational and administrative management, including budgeting, human resources, and financial oversight.
- Skilled in business development, partnership building, and stakeholder engagement.
- Familiarity with 401(k) plan management and benefits administration.
- Experience managing diverse agreements and other operational and government contracts.
- Exceptional communication and leadership capabilities.
- Strategic thinker with strong problem-solving skills.
- Understanding of nonprofit governance, specifically related to 501(c)(6) organizations

Why Join Us?

This is a unique opportunity to lead the unified voice and connector for one of the nation's leading biohealth ecosystems, positioned at the intersection of innovation for patients and economic growth. As CEO, you will help shape the future of Wisconsin's biohealth industry by advancing shared priorities, strengthening statewide collaboration, elevating the industry's national visibility, and supporting the growth of companies defining the future of healthcare.

Application Process

Interested candidates should submit a resume and cover letter detailing their qualifications and vision for the role to careers@bioforward.org. Applications will be reviewed on a rolling basis until the position is filled.