

### **Chief of Staff**

Nanopath is a well-funded Series A-stage company working to develop a first-in-class *in vitro* diagnostics platform to revolutionize the way we diagnose disease. Nanopath works to disrupt traditional molecular testing methodologies by bringing them closer to the patient. We aim to improve the lives of patients, starting with women, using our purpose-built tool that provides actionable information within a single office visit.

The company was spun out from Dartmouth College and is now based at LabCentral, the premier life science incubator in the Kendall Square ecosystem. As a company, we are committed to health equity and the design of solutions for underserved populations and low-resource settings. Corporate sustainability – both environmental and social - is at the forefront of our decision making.

The Co-Founders of Nanopath are seeking a seasoned cross-functional business partner who is passionate about our mission and adept at translating company strategy into efficient and sustainable process/infrastructure for a hyper-growth medical diagnostics company. The Chief of Staff is an integral part of the Executive Leadership Team and will collaborate closely with the broader C-suite to ensure scale-up processes are efficiently designed, integrated, and well-implemented to support the ultimate equitable health impact vision of Nanopath.

### **Role**

- Coordinate directly with C-suite to develop and implement complex processes, including strategy, planning, budgeting, goal setting, targets – to define, articulate, and achieve Nanopath’s strategic priorities
- Strategically plan and organize processes core to Nanopath’s business operation through interactions with external accounting, space, regulatory, clinical, and grant vendors
- Support the executive team in establishing an operating rhythm and governance processes to achieve progress across commercial, technical, and product development targets
- Serve as a communication channel to external and internal stakeholders to share decisions, information, and strategic direction
- Attend Leadership and Board meetings with the C-suite and represent the executive team in external meetings as requested

### **Technical & General Qualifications**

- Experience in a strategic role within a pre-IPO startup
- Experience with procurement, budgeting, and/or project management software tools, with comfort in learning new technologies
- Excellent communication and presentation skills, extremely polished when engaging with external collaborators, highly organized with demonstrated curiosity
- Proactive self-starter with eagerness to adapt to a fast-paced, dynamic startup environment
- Passion for technology translation and willingness to shape Nanopath’s future

**How to apply:** Apply at <https://boards.greenhouse.io/nanopathinc>

**Location:** Cambridge, MA

*Nanopath Inc. is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.*

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