



Indiana Institute for Medical Research
1481 West 10th Street (151), Indianapolis, IN 46202

Executive Director Position Description

Indiana Institute for Medical Research (IIMR)

EMPLOYER. IIMR is a 501 (c) 3 nonprofit corporation that provides a base for non-VA funding sources to support the conduct of research and education projects performed at the Richard L. Roudebush VA Medical Center (VAMC) in Indianapolis, IN.

PERCENT OF EFFORT. This is a fulltime executive position.

SALARY. This item will be discussed during the pre-interview process.

PURPOSE OF POSITION AND PRIMARY GOALS.

- The Executive Director leads IIMR strategically and operationally.
- The Executive Director develops a plan and implements the plan to assure the successful operation of the organization.
- The Executive Director develops a strategic plan in conjunction with the Board and with local VA leadership to assure growth and sustainability of the organization, particularly in the areas of research and education that will ultimately benefit Veterans.
- The Executive Director works with Researchers (Principal Investigators) to enhance their research portfolios as they support the IIMR and VA-Indianapolis goals.
- The Executive Director assures that IIMR complies with and follows the federally codified requirements for non-profit corporations affiliated with the VA.
- The Executive Director works to bring external funding sources to the organization to further IIMR's mission to ultimately enhance the lives of Veterans and their care providers.



PRIMARY RESPONSIBILITIES.

- Work with the Board to lead IIMR.
- Work with Researchers.
- Provide IIMR resource and support to VA representatives and academic affiliates as needed and as appropriate.
- Sustain and grow the researcher portfolio by working with the Research Manager.
- Sustain and grow the diversified research projects portfolio by working with IIMR staff.
- Sustain and grow the education projects portfolio.
- Oversee the pre-approval processes for research projects with the Research Manager.
- Oversee the financial operations of the organization by working with the Controller.
- Support and enhance the IIMR staff/infrastructure.
- Support and coordinate the IIMR consulting/contracting resources.
- Maintain ongoing communication with the local VA R&D Service.
- Maintain ongoing communication with the local VA leadership and the local VA Strategic Planning Office.
- Sustain and expand IIMR's "investment in growth" purpose through oversight of the Young Investigator/REAP program and the Grants Assistance Program.
- Represent IIMR to external entities as appropriate.
- Oversee adherence to all requirements and regulations and good business practices.



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JOB REQUIREMENTS

- a BA/BS or higher degree.
- 3+ years' experience in a non-profit leadership role, preferably in the research and education arenas.
- experience with dealing with contracts and grants.
- experience in developing budgets and business and project plans.
- effective inter-personal and organization-wide communication skills.
- demonstrated experience and success in problem-solving.
- demonstrated ability to identify and implement self-development and learning needs and resources as the organization grows and changes.
- comfortability with working independently and with significant autonomy.

TO APPLY

Please send your **resume** and **cover letter** to hiringmanager@iimr-indy.org