



Jesse Brown VA Medical Center
Edward Hines, Jr. VA Hospital
James A. Lovell Federal Health Care Center
William S. Middleton Memorial VA Hospital

POSITION ANNOUNCEMENT FOR CHIEF EXECUTIVE OFFICER

The Chicago Association for Research and Education in Science (CARES), the 501(c)(3) non-profit corporation (NPC) serving Veterans in the Great Lakes Health Care Region 12 of the U.S. Department of Veterans Affairs, Veterans Health Administration, is seeking a Chief Executive Officer.

Supporting Veterans through Research and Education

For more than 95 years, the Veterans Affairs (VA) Research and Development programs have been improving the lives of Veterans and all Americans through groundbreaking health care discovery and innovation. The U.S. Department of Veterans Affairs (VA) operates the largest education and training platform for health professionals in the nation. During the 2020-2021 academic year, more than 113,000 trainees participated in over 7,000 training programs offered through partnerships between 150 VA health care facilities and over 1,400 academic institutions. These research and education programs are nested within the nation's largest integrated health care system, providing a superior model for impactful bench-to-bedside research.

The mission of the Chicago Association for Research and Education in Science (CARES) is to enhance the health care of America's Veterans by supporting the research and education of physicians, nurses, researchers, and others at the VA sites they serve. The revenue for the 2021 fiscal year was approximately \$6,300,000, with total assets of approximately \$13,400,000. The funds originate from proposals submitted by Investigators to federal, foundation, industry, and other agencies and are used to support research and education projects that benefit Veterans.

The Organization

CARES was founded in 1986 in response to legislation to serve as a research and education foundation for the Edward Hines, Jr. VA Hospital as a State of Illinois independent non-profit corporation working within the VA. Today, CARES serves the following four VA sites:

- Edward Hines, Jr. VA Hospital, Hines, IL
- Captain James A. Lovell Federal Health Care Center, North Chicago, IL
- William S. Middleton Memorial VA Hospital, Madison, WI
- Jesse Brown VA Medical Center, Chicago, IL

As a 501(c)(3) non-profit corporation, CARES is governed by a Board of Directors, which includes the statutory appointment of four key VA leaders from each site and two community members with no ties or affiliations to the VA. CARES Board of Directors currently has 19 members, including the CEO.

Opportunity

CARES Chief Executive Officer (CEO) provides overall leadership, direction, and administration of all programs and services for the corporation. The CEO protects and helps to grow CARES's financial assets and functions as the strategic and operational leader. The CEO is responsible for implementing and complying with policies set by the Board of Directors and applicable requirements from the grantor or agency. The CEO also serves as an authorized representative of the Board of Directors in all matters. In cooperation with the Board of Directors, the CEO maintains and supports an appropriate committee structure and detailed financial and non-financial

management information, among other duties. The CEO provides leadership and direction to staff in carrying out assigned roles.

Professional Qualifications

- Bachelor's degree in Business Administration or related field is required; a Master's degree is preferred in disciplines that include Business Administration, Healthcare Management, Public Health Administration, and related fields
- Seven or more years of executive-level, nonprofit, or research administration experience is preferred
- Proven experience in strategic growth
- Relevant and current experience in research administration, personnel management, reporting to a Board of Directors, is essential
- Exceptional, hands-on budget management skills, including budget preparation, analysis, and decision-making
- Ability to convey the mission and vision of an organization to key stakeholders
- Excellent written and verbal communication skills
- Ability to build relationships with internal and external stakeholders and collaborators
- Examples of transparent and high-integrity leadership
- Strong organizational abilities, including planning, delegating, program development, and task facilitation

Application Process

To apply, please send a .pdf version of the following to: CARESRESEARCHVA@gmail.com

- Cover Letter (no more than one page)
- CV (no more than five pages)

No phone calls, please.

Applicants must provide a short presentation during their formal interview for the position. Reference, criminal, and financial background checks are required before an offer of employment is made for this position. CARES employees must obtain a Without Compensation Appointment (WOC) at the VA, which requires a federal background check.

CARES is an Equal Opportunity Employer, including disabled persons with a hiring preference for Veterans.