



## POSITION PROFILE

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### Position Announcement

The Institute for Medical Research, an affiliate of the Durham VA Health Care System (DVAHCS), is looking for an Executive Director to bring skilled leadership to the forefront of life changing research within a vibrant research community.

To be successful this individual should have a passion for improving the lives of Veterans and Veterans' health; a strong understanding of research administration; experience in understanding, grants and contracts; experience and competence in managing the finances, financial systems, and financial reporting of an organization; the ability to lead a nonprofit organization and demonstrated experience in leading organizational growth; experience in navigating complex federal and local government organizations (Department of Veterans Affairs preferred); demonstrated experience engaging the Board of Directors; a passion for scientific/medical investigation specifically for Veterans; experience managing local, state and national relationships to sustain collaborations; and demonstrated cross cultural competencies.

### The Organization

The Institute for Medical Research (IMR), located in Durham North Carolina, seeks an experienced leader and research professional to serve as its next Executive Director. The mission of the IMR is to facilitate and promote research and education at the Durham Veterans Affairs Medical Center, Durham, North Carolina.

The Institute for Medical Research was founded in 1989 in response to legislation to serve as an affiliate of the Durham Veterans Affairs Health Care System (DVAHCS) and is considered a State of North Carolina Nonprofit Corporation (NPC).

NPCs work with VA researchers and educators, called Principal Investigators, to operate non-VA funded studies. These projects can be funded by other federal agencies such as the Department of Defense or the National Institutes of Health or by pharmaceutical or other private industry sponsors, donors, or foundations. These activities allow VA patients to access a wide array of research and educational interventions. However, all research supported and administered by the IMR is considered VA research and must adhere to all VA rules, regulations, and regulatory oversight.

As a 501(c)(3) nonprofit organization, the Institute for Medical Research is governed by a board of directors, which includes the appointment of four VA employees. The administrative staff includes Director of Human Resources, 2 Contract Analysts, Accounts Payable Administrator, Payroll Administrator, and Contract and Grants Administrator. In addition, the IMR has over 50 research professionals included on its payroll.

The revenue for the 2020 fiscal year was approximately \$7,200,000. The funds are used in support of research projects and education that come through the organization in a variety of ways. To learn more about The Institute for Medical Research, visit [www.imr.org](http://www.imr.org).

## **The Position**

The IMR Executive Director (ED) provides overall leadership, direction and administration of all programs and services. The ED protects IMR's financial assets and functions as the strategic and operational leader of the IMR. The Executive Director is responsible for implementation and compliance of policies set by the Board of Directors and applicable grantor, federal and state requirements, and serves as an authorized representative of the Board of Directors in all matters. In cooperation with the Board of Directors, the Executive Director maintains and supports an appropriate committee structure, accurate and sufficient financial and non-financial management information, and facility planning. The Executive Director provides leadership and direction to staff in carrying out the key roles assigned to them.

## **KEY ROLES:**

### **Operations**

- Serves as the Executive Director as defined in the NPC authorizing statute, codified at 38 USC 7361-7366.
- Organizes the administrative functions, delegates duties, and establishes formal means of accountability for staff members.
- Thinks strategically about growth and can lead the board and staff in the development and implementation of short-range and long-range plans and policies.
- Ensures that contractual obligations are fulfilled, and that appropriate contracts and agreements are in place.
- Develops and maintains strong working relationships with principal investigators and their staff to ensure they are provided with appropriate support systems and responsive, quality service in the areas of grant preparation and management, project and fiscal accounting, human resources, information technology and other administrative functions.
- Ensures that a solid system of policies and decision-making procedures exist to guide the day-to-day operations.
- In collaboration with the Director of Human Resources, ensures the organization's human resource needs including policy, adequate staffing, professional development, benefits, safety, payroll, employee relations programs, etc., are designed to meet the needs of IMR and its employees and foster an excellent performing environment and solid recruitment and retention.

### **Strategic Planning and Leadership**

- Provides leadership in the implementation of the IMR's goals and plans and continually refines and improves operations.
- Continuously monitors developments in the non-profit medical research arena, researching successful programs and cultivating relationships to introduce new ideas to advance IMR's programs and financial well-being.
- Stays apprised of industry/market needs and shifts; recommends and implements modifications to meet changing needs and manages government relations.
- Promotes an open communication system at all levels and develops a strong administrative team, structuring the team to meet the changing needs of the organization.
- Fosters productive relationships with IMR staff and employees of the Durham Veterans Affairs Health Care System (DVAHCS), VA Counsel and other regional and national VA offices, academic affiliates

(Duke University School of Medicine, University of North Carolina School of Medicine, and the East Carolina Brody School of Medicine), industry sponsors, local research community and regulatory agencies and other industry professionals as appropriate.

### **Financial Management**

- Monitors, directs, and evaluates the fiscal performance of IMR to assure quality service within projected expenditures. Ensuring the annual budget is adhered to and the investment portfolio and cash is well-managed.
- Provides leadership and direction for the organization's ongoing financial sustainability.
- Directs the development of the annual operating budgets and monitors the receipt and expenditure of funds to assure fiscal responsibility.
- Supervises the business affairs of IMR to assure that its funds are expended appropriately and effectively through a strong system of internal controls.
- Represents IMR in business negotiations; executes business agreements and/or arrangements on behalf of IMR.
- Provides direction and oversight for all audits and follows all regulatory audit requirements.

### **Board Relations**

- Provides leadership, support, and information to facilitate Board members' efforts to develop policy, assure sound financial practices, and maintain mission-driven governance and decision-making.
- Communicates regularly to the Board regarding achievement of the financial status of the organization, updates on current initiatives/activities, and other issues relevant to the Board.
- Seeks and provides advice and direction in conjunction with Board requirements and needs.
- Implements Board approved policies, program goals and objectives.
- Orients new Board members.
- Ensures adherence to all IMR by-laws, applicable federal, state and funding agency regulations, as well as federal and state laws.

### **Professional Qualifications:**

- Master's degree is required, preferred disciplines include healthcare, healthcare management, business administration, public health administration
- Seven or more years executive nonprofit or research administration experience
- Must have relevant and current experience in research administration and Generally Accepted Accounting Principles (GAAP)
- Exceptional, hands-on, budget management skills, including budget preparation, analysis, decision-making, and reporting
- Ability to convey a vision of IMR's strategic future to staff, board, and stakeholders
- Excellent written and verbal communication skills; ability to build relationships with internal and external stakeholders and collaborators
- Transparent and high-integrity leadership
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Skills to collaborate, motivate, and engage staff, board, and Principal Investigators

The physical requirements and activities that are required to perform the essential functions of the position include, but may not be limited to, as follows: Must be able to occasionally lift, pull and push a minimum of 20 lbs., stand for extended periods of time, sit for extended periods of time, squat, kneel, and regularly use fingers and hands for computer work.

**SALARY AND BENEFITS:**

\$100,000-\$120,000 and a competitive benefits package including medical, vision, and dental insurance through Blue Cross and Blue Shield of North Carolina. Other benefit options include life insurance and disability insurance. Employees also have the option to participate in a 403(b)-retirement savings program with an employer match of up to \$3,500 per year.

Full time employees accrue paid leave of 13 days of vacation and 13 days of sick leave per year. After three years vacation leave is increased to 20 days and employees with 15 years of service are entitled to 26 vacation days. IMR also observes all federal holidays.

**APPLICATION PROCESS:**

Armstrong McGuire & Associates, based in Raleigh, NC is conducting this search in collaboration with the Board of Directors. To apply, click on the link to Institute for Medical Research position profile at [www.ArmstrongMcGuire.com/apply](http://www.ArmstrongMcGuire.com/apply). You will see instructions for uploading your cover letter, resume and professional references. In case of any technical problems, contact [Katie@armstrongmcguire.com](mailto:Katie@armstrongmcguire.com). No phone calls please, and no applications will be accepted by email or through third-party sites.

A short presentation will be required from finalists. Reference, criminal, and financial checks will be conducted before a final offer is made. IMR employees must obtain a Without Compensation Appointment (WOC) at the Durham VA Health Care System. This appointment requires a federal background check which is conducted upon hire. IMR is an Equal Opportunity Employer, including disabled persons and Veterans.

Applications will be reviewed as soon as they are received.