

## **Position Description**

### **Executive Director**

**Veterans Education and Research Association of Northern New England, Inc.**

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#### **INTRODUCTION:**

The Veterans Education and Research Association of Northern New England (VERANNE) was established in 1989 and is registered in the State of Vermont as a non-profit 501(c)(3) corporation. It is part of a network of VA non-profit corporations that provide a more efficient mechanism for private and non-VA funding of VA research and education which may include federal grants, pharmaceutical companies, and other private industry sponsors. The administrative staff includes an Operations Manager, Accounting and Human resources Manager and an Administrative Assistant in addition to over thirty research professionals included on its payroll. The program and administrative budget for the 2021 fiscal year was approximately \$4,000,000. To learn more about VERANNE, visit [www.veranne.org](http://www.veranne.org)

The Executive Director (ED) is responsible for overall management and operation of the Veterans Education and Research Association of Northern New England (VERANNE) and protection of the organization's financial resources. S/he must maintain a strong focus on ethical leadership while maintaining an organizational culture of transparency and collaboration. Operating under the general direction of the Board, the ED administers programs in accordance with VERANNE's stated purpose and all applicable VA, grantor, federal and state requirements, as well as VERANNE policies. S/he represents the organization to government agencies, VA nonprofit colleagues, the community, and the public.

To be successful this individual should have proven experience in leading organizational growth; technical experience in understanding medical research, grants, contracts, accounting and research administration including the submission of federal grants and cooperative research agreements.

#### **RESPONSIBILITIES:**

- Oversee all operations and business activities to ensure they produce the desired results and are consistent with the VERANNE strategic plan, stated mission, and organizational policies.
- Provide ongoing program evaluation, and maintain high quality administration, financial management, communications, and systems. Establish timelines and develop resources needed to achieve the organization's strategic goals.
- Ensure the organization's human resource needs including policies, staffing, professional development, benefits, safety, payroll, and employee relations foster an excellent performing environment and further recruitment and retention.
- Actively engage VA research and education colleagues, VERANNE employees, board members, and partner organizations.
- Manage, lead, coach, and develop VERANNE's senior management and staff.
- Work closely with investigators and their staff members to ensure they are provided with appropriate support systems and responsive, excellent service in the areas of grant preparation, project accounting, human resources, purchasing and related functions. Ensure that contractual obligations are fulfilled, and that appropriate contracts and agreements are in place.
- Partner with staff at affiliated VA medical centers in White River Junction, VT, Togus, ME, Northampton, MA, and Manchester, NH to enhance local research and education programs.

- Serve as institutional Signing Official and responsible party for all organizational signatory requirements and registrations. Some signature authority may be delegated in keeping with organization's bylaws and other approved documentation.
- Ensure organization maintains all corporate registrations and adheres to all regulatory registrations and compliance requirements.
- Evaluate and advise on the impact of long-range planning, introduction of new programs/strategies and regulatory action.
- Enhance and/or develop, implement, and enforce policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the corporation.
- Establish credibility throughout the organization and with the Board as an effective developer of solutions to business challenges.
- Make high-quality investment decisions to maximize revenue while adhering to VA restrictions regarding government-backed investment vehicles.
- Analyze vendor services (including insurance, accounting, auditing, human resources, and consulting) to ensure VERANNE needs are met for a reasonable cost.
- Review financial and non-financial reports to devise solutions or improvements to VERANNE's overall financial and strategic position.
- Build trust relations with key partners and stakeholders and act as a point of contact for important shareholders.
- Provide leadership, support, and information to facilitate Board efforts to develop policy, assure sound financial practice, and maintain governance and decision making.
- Analyze challenging situations and develop solutions to sustain strong stakeholder relations and financial health of the organization.
- Provide leadership and direction on contracting decisions, including financial decision-making, negotiation of legal and ethical contract terms, appropriateness of contract mechanisms.

## **QUALIFICATIONS:**

- MBA or post-graduate equivalent strongly preferred.
- Previous non-profit or research management
- Minimum of 5 years of relevant experience in business leadership positions.
- Direct experience working with US Department of Veterans Affairs preferred.
- Direct experience managing and leading multiple business departments or functions required.
- Familiarity with diverse business functions including operations, finance, human resources, board relations, and sponsored programs.
- Outstanding organizational and leadership skills.
- Analytical abilities and problem-solving skills.
- Excellent communication and public speaking skills

## **BENEFITS:**

**A competitive benefits package including medical, vision, dental insurance, retirement savings plan, and paid leave is available.**