**Job Title:** Executive Director

**Department:** Portland VA Research Foundation

**Reports To:** PVARF Board of Directors

**FLSA Status:** Exempt

**FTE: 1.0**

**Salary: $120,000 - $135,000**

**Approved Date:**

**Executive Director** – The Portland VA Research Foundation (PVARF) is currently seeking a full-time Executive Director.

**SUMMARY**

The Portland VA Research Foundation (PVARF) is an independent nonprofit 501(c)(3) corporation. PVARF’s mission is to support the research and educational activities conducted at the VA Portland Health Care System (VAPORHCS). Located on the grounds of the VAPORHCS, PVARF provides administrative support for outside research and education grants and contracts awarded to clinicians and scientists at the PVAMC. PVARF currently administers over 100 awards spread across 80 different investigators. The total revenue for the 2021 fiscal year was approximately $6,900,000. Research and education funds were received from federal, industry, and outside foundational grants and contracts awarded to VA investigators. PVARF has total net assets of $11,800,000 to continue to support this work. Since 1989 PVARF has partnered with the VAPORHCS to develop a diverse research portfolio investigating a variety of ailments afflicting our nation’s Veterans.

**Opportunity**

 The Executive Director will report to the PVARF Board of Directors and will work closely with the scientific and education communities at PVARF, VAPORHCS, and OHSU. The position will be focused on providing the overall leadership, direction, and administrative control of all programs and services within PVARF.

**Essential Duties and Responsibilities**

The position will supervise a team of 4-5 administrative staff including accounting and HR specialists.

Principal responsibilities include:

* Overseeing all accounting functions including those necessary for auditing, budgeting, financial analysis, capital asset and property management, and payroll in accordance with generally accepted accounting principles to include Uniform Guidance for the management of federal funds.
* Ensuring adherence to Board and Department of Veterans Affairs (VA) policies and procedures, and all other applicable rules and guidelines.
* Overseeing human resource management for approximately 100 PVARF employees working primarily in research laboratories on the VA Portland campus.
* Overseeing payroll and benefits programs.
* Evaluating and executing contracts with benefit-plan providers and other vendors.
* Managing federal and private grants and contracts including pre-award and post-award components.
* Working closely with scientists and their staff to always provide knowledgeable and responsive service.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION and/or EXPERIENCE**

* 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

**Portland VA Research Foundation is an equal opportunity, affirmative action organization. All qualified applicants will receive consideration for employment without regard to status as a protected veteran or a qualified individual with a disability, or other protected status such as race, color, sex, sexual orientation, gender identity, religion, national origin, or age.**

**We celebrate diversity and are committed to cultural inclusion, respect for differences, acceptance, and respect for all employees.**

**LOCATION and ADDITIONAL INFORMATION**

* Primary job location is located on the VA Portland Health Care System campus
* New employees must submit COVID-19 vaccination documentation or seek an exemption within 8 weeks of beginning employment.

Please apply online at [http://www.pvarf.org](http://www.pvarf.org/) and include a CV and cover letter explaining your interest in the position.