

**South Florida VA Foundation for Research & Education  
Chief Executive Officer  
Position Description**

**SUMMARY:**

The Executive Director is the Chief Executive Officer of the South Florida VA Foundation for Research & Education (SFVAFRE), Non-Profit Corporation and reports to the Board of Directors. Within policies established by the Board, the CEO supervises a controller and other foundation employees.

The CEO has administrative responsibilities for:

- ✓ **Contracts and Grants:** overseeing the pre-and post awards of research funding.
- ✓ **Financial management:** financial planning; operating budget; grants budget; accounting and audit; tax reporting and an annual report to Congress.
- ✓ **External Relationship:** affiliation relations with the Miami Veterans Affairs Health Care System and the University of Miami, and national regulatory agencies; cultivating and developing relationships with philanthropic groups and individuals, and the public.
- ✓ **Board Relations:** policy development and administration; Board development and performance monitoring. The CEO will value working with a Board that is engaged, active, and independent.
- ✓ **Planning:** Determining the feasibility and financing mechanism for the construction of a new research initiatives and infrastructure resources.
- ✓ **Organizational Management;** personnel; IT; benefits; insurance, and facilities.
- ✓ **Assists the Chairman and Board of Directors** in setting goals for, and conducts annual negotiations with external sponsors and agencies with indirect overhead rates.
- ✓ **Responsible for providing information, advice and counsel** to the Chairman of the Board, Board of Directors in the creation of policies, and strategic direction of the corporation.

- ✓ Responsible for support of all activities associated with the Board of Directors, including staffing for the Board of Directors in the creation and revisions of bylaws, policies, programs and strategic direction of the corporation.
- ✓ Responsible for administration of overall operation of the corporation, including reviewing and evaluating the results of program activities, ensuring that continuing contractual obligations are being fulfilled; allocating resources for greater program effectiveness and efficiency; developing organizational and administrative policies and program objectives for Board consideration.
- ✓ Responsible for overall leadership of staff in the development and implementation of short and long range plans and policies and other activities.

#### Traits and Characteristics:

The CEO should be a visionary and a strategic leader who can work effectively at the intersection of academia, medical research, and patient care at a federal facility. S/he will bring an analytical, intellectual understanding of medical research and its impact on the quality of health care. Leading candidates will be broadly informed leaders with a high level of intellectual curiosity and the capacity to encourage others to explore new terrain.

Successful candidates will be able to use the fluidity of complex issues to engage and convene others in a process of exploration and dialogue. The CEO needs to be an interdisciplinary and creative thinker who can be innovative as well as pragmatic. S/he will be an open-minded, confident professional who enjoys exploring issues while also recognizing the ownership of ideas is less important than the result of the collaborative effort. The CEO will be an enabler and facilitator who will have the strength of character and conviction to work with a strong, engaged Board that is dedicated to the mission of the South Florida VA Foundation for Research & Education.

Strong written and oral communication skills are critical to insure that the CEO will be effective and persuasive in presenting the SFVAFRE and its mission to its affiliates and various government agencies and the public. The CEO will be equally adept at developing relationships with veteran groups and the neighborhood associations as well as with leaders engaged in the national conversation of medical research and the health and well being of our veterans.

Successful candidates will have strong organizational administrative and financial management skills. The CEO will be comfortable in a hands-on role and willing to do the essential tasks required to meet the goals of the SFVAFRE.

## QUALIFICATION REQUIREMENTS:

A career path which has provided opportunities for broad intellectual interest and transcends traditional boundaries is as important as the knowledge of the complex issues facing medical research and the need to grow an institute with limited financial resources. Although the successful individual is expected to have solid experience at an academic research institute, or a nonprofit research institute, it is also possible that candidates might come from other sectors that intersect the fields of health care and medical research. Successful candidates will have experience that will demonstrate the ability to conceptualize, develop, and evaluate programs. Successful experience in general management, financial management, and strategic planning is required.

## EDUCATION and EXPERIENCE

An advanced degree (Masters, Doctorate) is preferred. Administrative experience in an institution of higher education, VA Medical Center, or private research institute is advantageous. Must be able to think strategically about SFVAFRE priorities and help to translate these priorities into program and staff recruitment and related fundraising activities. Salary is competitive and commensurate with experience.

Review of curriculum vitas will begin upon receipt. Please send a cover letter and curriculum vitae in PDF format to [caridad.elswick@va.gov](mailto:caridad.elswick@va.gov).