

Deputy Director Position
Full-time
Philadelphia Research & Education Foundation (PREF)

OVERVIEW

The Philadelphia Research & Education Foundation (PREF) is a 501-C-3, non-profit corporation that maximizes funding for educational and research programs at the Philadelphia VA Medical Center (PVAMC). The Foundation was established in 2001 to facilitate the partnerships between the VA and other federal agencies and the private sector.

PREF is seeking an individual for the role of Deputy Director for the nonprofit. This person will report directly to and support the Executive Director (ED) in all but not restricted to only major functional areas listed below, as new duties will be assigned as required.

GENERAL DESCRIPTION

Proposal Development and Submission:

Serves as the primary facilitator and reviewer of VA-based Cooperative Research & Development (CRADA) proposals and works closely with VA attorney and VA Technology Transfer Office in the proper execution of CRADA proposals. Will assist the ED in the preparation and negotiation of research agreements and Cooperative Research and Development Agreements (CRADA's) that reflect the needs of the NPC, the investigators, and the VA. Will learn all processes for these and other agreements, such as non-VA funded grants (e.g. commercial and proprietary grants, NIH and DoD). Serves as the Authorized Official Representative (AOR) for electronically submitted grant applications via Grants.gov.

Financial Administration:

Responsible for overall financial operations to include operating budget, policy creation or updates necessitated by funding sponsors. Reviews and directs staff and investigators on appropriateness of project budgets, compliant hiring and purchasing. Oversees coordination of, and assists with, annual external audit; preparation of required documents, data, schedules; prepares and/or reviews all external reports to include sponsors' report, DOD quarterly billings, annual reports to VA ORD, IRS 990, BCO-10 and out of state charitable registrations.

Management and Compliance:

Ensures the organization complies with all local, state and federal regulations that impact not-for-profit organizations and grant recipients. Responsible for administration of overall corporate operation, including but not limited to: reviewing and evaluating the results of program activities, ensuring that continuing contractual obligations are being fulfilled; allocating

resources for greater program effectiveness and efficiency; external activities associated with banking, auditing and legal services, developing organizational and administrative policies and program objectives.

Human Resource Management:

Works with the research team as necessary to facilitate hiring process. Will learn the process for payroll and employee time tracking per policy. Lead the benefits plan evaluations and create policy changes, as needed, to reflect evolving organizational offering.

The Deputy Director will fulfill the obligation as Acting ED in the absence of the ED and perform other duties, as assigned.

Necessary Traits and Characteristics

- Strong organizational, administrative, and financial management skills
- Strong written and oral communication skills including the ability to read, analyze and interpret general business, financial reports, and government regulations.
- Must be dependable, ethical, trustworthy, reliable, thorough, accurate and punctual.

Computer Knowledge

Expertise in Microsoft Office (Word, Excel, PowerPoint), Adobe Acrobat required. Knowledge of QuickBooks accounting software preferred. If not currently knowledgeable about QuickBooks, it will be required to complete tutorials to learn these processes.

Educational Requirements:

Undergraduate degree in business or finance – CPA is desirable

Graduate level degree, MBA preferable

Work Environment

The office is located at the Veterans Affairs Medical Center, Philadelphia, PA. This is a hybrid role.

Please submit your cover letter and resume to gcham@prefresearch.org