

The Albany Research Institute

Albany Stratton VA Medical Center 113 Holland Ave, Albany, NY 12208

Telephone: 518-626-5618

<https://www.visn2.va.gov/research/alb/ari.asp>

EXECUTIVE DIRECTOR

The Albany Research Institute

POSITION ANNOUNCEMENT

Albany Research Institute, Inc. (ARI), an affiliate of the Stratton VA Medical Center in Albany, New York is looking for a full-time Executive Director to bring skilled leadership to a vibrant, growing research community set to revolutionize rehabilitation medicine.

To be successful, this individual must have the ability to lead a nonprofit organization and a passion for improving the health and welfare of Veterans and others ; a strong understanding of research administration; experience in grants and contracts; experience and competence in managing finances, financial systems, and financial reporting of an organization; experience in navigating complex federal and local government organizations (Department of Veterans Affairs and the National Institutes of Health in particular); experience managing local, state, and national relationships to sustain collaborations; and demonstrated cross-cultural competencies.

THE ORGANIZATION

Albany Research Institute, Inc. (ARI), a non-profit 501(c)(3) organization (Federal ID# 14-1716021), was established in 1989 to facilitate the conduct of approved medical, pharmacological, and allied health and related administrative research at the Stratton VA Medical Center. ARI works with VA researchers and educators 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. All research supported and administered by ARI is considered VA research and must adhere to all VA rules, regulations, and regulatory oversight. ARI and its research portfolio are growing rapidly. Further rapid growth in size and complexity of the research program is anticipated; and ARI staffing and resources can be expected to increase correspondingly.

The Stratton VA Medical Center is in Albany, New York. Stratton VA is a general medicine and surgery teaching hospital that provides a full range of health services for Veterans, with state-of-the-art technology as well as education and research.

Albany is a city of 100,000 residents and the capital of New York State. It is the home of New York State government, as well as five universities and colleges. Albany has two large hospitals in addition to Stratton; these are Albany Medical Center and St. Peters Health Partners. Albany Medical College, Albany Law School, Wadsworth Center, and Albany School of Pharmacy are all located within walking distance of VA.

Albany is in the picturesque Hudson Valley. It is surrounded by the natural beauty of the Berkshire, Catskill, and Adirondack Mountain ranges and is 2.5 hours by train or car from NYC, 3 hours from Boston, and 4 hours from Montreal, Canada.

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POSITION

Albany Research Institute Executive Director (ED) provides overall leadership, direction, and administration of all programs and services. The ED protects ARI financial assets and functions as the strategic and operational leader. The Executive Director is responsible for the 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 all grants, ensures 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. The Executive Director also reviews all grants and ensures all necessary administrative information is provided on time to the Grantor.

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.
- Participates in the development and negotiation of contract and subcontracts. These activities include interactions with VA and/or other attorneys to assure fair terms and compliance with all funding-agency requirements and Federal Regulations.
- 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 that 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, and other administrative functions.
- Ensures that a solid system of policies and decision-making procedures exists to guide the day-to-day operations.
- In collaboration with other staff, ensures the organization's human resource needs, including ensuring that policy, adequate staffing, professional development, benefits, safety, payroll, employee relations programs, etc., are designed to meet the needs of ARI and its employees and foster an excellent performing environment and solid recruitment and retention.

Strategic Planning and Leadership

- Provides leadership in the implementation of ARI goals; plans and continually refines and improves operations.
- Stays apprised of industry/market needs and shifts; recommends and implements modifications to meet changing needs and manages government relations.

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- 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 ARI staff and with employees of the Stratton VA Medical Center, Hudson Valley Healthcare System, VA General Counsel, and other regional and national VA offices, academic affiliates, industry sponsors, local research community and regulatory agencies, and other industry professionals as appropriate.

Financial Management

- Monitors, directs, and evaluates ARI fiscal performance to ensure quality service within projected expenditures. Ensures adherence to the annual budget and that the investment portfolio and cash are well-managed.
- Provides leadership and direction for ARI'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 ARI's business affairs to assure that its funds are expended appropriately and effectively through a strong system of internal controls.
- Represents ARI in business negotiations; executes business agreements.
- 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, ensure sound financial practices, and maintain mission-driven governance and decision-making.
- Communicates regularly to the Board regarding the financial status of the organization, provides 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 ARI by-laws, applicable federal, state, and funding agency regulations, as well as federal and state laws.

Professional Qualifications

- Master's degree is preferred. Preferred disciplines include healthcare, healthcare management, business administration, and public health administration.
- 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.
- 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.

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- The physical requirements and activities that are required to perform the essential functions of the position include, but may not be limited to ability 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.
- Knowledge of and/or experience with the National Association of Veterans' Research and Education Foundations (NAVREF) (i.e., VA-associated nonprofit research corporations (NPCs) such as ARI) is preferred.

SALARY AND BENEFITS

- A competitive compensation and benefits package including medical, vision, and dental insurance through Empire Blue Cross and Blue Shield. Other benefit options include life insurance and disability insurance. Employees also have the option to participate in a 401K retirement savings program.
- 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. Employees with 15 years of service are entitled to 26 vacation days. ARI also observes all federal holidays.
- Remote work schedule negotiable.

APPLICATION PROCESS

- Resumes of those interested in the position should be sent to donald.higgins@va.gov with a concise statement of their past experience, their current and future plans and expectations, and the attributes they will bring to the role of Executive Director of ARI.
- Reference, criminal, and financial checks will be conducted before a final offer is made.
- ARI employees are expected to obtain a Without Compensation Appointment (WOC) at the Albany Stratton VAMC. This appointment requires a federal background check which is conducted upon hire. ARI is an Equal Opportunity Employer, including disabled Veterans and other persons.
- Applications will be reviewed as they are received.