

THE BRONX VETERANS MEDICAL RESEARCH FOUNDATION, INC.

130 West Kingsbridge Road, Trailer, Bronx, NY 10468

T. (718) 741-4442 | F. (718) 741-4201

EXECUTIVE DIRECTOR

The Bronx Veterans Medical Research Foundation, Inc.

POSITION ANNOUNCEMENT

The Bronx Veterans Medical Research Foundation, Inc. (BVMRF), an affiliate of the James J. Peters VA Medical Center and the VA Hudson Valley Healthcare System is looking for a full-time Executive Director to bring skilled leadership to the forefront of life changing research within a vibrant research community.

To be successful, this individual should have a passion for improving the lives of Veterans and Veterans' health; a strong understanding of research administration; experience in understanding grants and contracts; experience and competence in managing finances, financial systems, and financial reporting of an organization; the ability to lead a nonprofit organization; experience in navigating complex federal and local government organizations (Department of Veterans Affairs preferred); a passion for scientific/medical investigation, specifically for Veterans; experience managing local, state, and national relationships to sustain collaborations; and demonstrated cross-cultural competencies.

THE ORGANIZATION

The Bronx Veterans Medical Research Foundation, Inc. (BVMRF), located in the Bronx, New York, seeks an experienced leader and research professional to serve as its next Executive Director. The mission of the BVMRF is to facilitate and promote research and education at the James J. Peters VAMC and the VA Hudson Valley Healthcare System.

The BVMRF was founded in 1992 in response to legislation to serve as an affiliate of the James J. Peters VA Medical Center and is considered a State of New York Nonprofit Corporation. In March 2022, the BVMRF became a Multi Medical Center Research Corporation (Multi-NPC) with the addition of the VA Hudson Valley Healthcare System.

The BVMRF 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 the BVMRF is considered VA research and must adhere to all VA rules, regulations, and regulatory oversight.

As a 501(c)(3) nonprofit organization, the Bronx Veterans Medical Research Foundation, Inc. (BVMRF), is governed by a Board of Directors, which includes the appointment of six VA employees. The administrative staff includes a full-time Chief Accountant, full-time Administrative Assistant, full-time Regulatory Coordinator, part-time Accountant, part-time

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Research Program Manager, and part-time Grants Coordinator. In addition, the BVMRF has over 55 research professionals included on its payroll.

The revenue for the 2021 fiscal year was approximately \$8,600,000. The funds are used in support of research projects and education that come through the organization in a variety of ways.

POSITION:

The BVMRF Executive Director (ED) provides overall leadership, direction, and administration of all programs and services. The ED protects BVMRF 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 timely 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.
- 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 exist to guide the day-to-day operations.

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- 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 BVMRF and its employees and foster an excellent performing environment and solid recruitment and retention.

Strategic Planning and Leadership

- Provides leadership in the implementation of the BVMRF 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.
- 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 BVMRF staff and employees of the James J. Peters VAMC, VA 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 the fiscal performance of the BVMRF to assure quality service within projected expenditures. Ensures adherence to the annual budget and that the investment portfolio and cash is well-managed.
- Provides leadership and direction for the organization'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 the business affairs of BVMRF to assure that its funds are expended appropriately and effectively through a strong system of internal controls.
- Represents BVMRF 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.

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- Communicates regularly to the Board regarding the financial status of the organization, 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 BVMRF by-laws, applicable federal, state, and funding agency regulations, as well as federal and state laws.

Professional Qualifications:

- Master's degree is required, preferred disciplines include healthcare, healthcare management, business administration, 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.

The physical requirements and activities that are required to perform the essential functions of the position include, but may not be limited to, as follows: Must be able 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.

SALARY AND BENEFITS:

\$140,000-\$170,000 and a competitive 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 with an employer match of up to 3% per year after the first year of employment.

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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. The BVMRF also observes all federal holidays.

APPLICATION PROCESS:

Resumes of those interested in the position should be sent to Marianna.MarisovaRamirez@va.gov with a concise statement of what attributes they will bring to the role of Executive Director at the BVMRF.

A short presentation will be required from finalists. Reference, criminal, and financial checks will be conducted before a final offer is made.

BVMRF employees must obtain a Without Compensation Appointment (WOC) at the James J. Peters VAMC and/or at the VA Hudson Valley Healthcare System. This appointment requires a federal background check which is conducted upon hire. BVMRF is an Equal Opportunity Employer, including disabled persons and Veterans.

Applications will be reviewed as soon as they are received. This announcement closes on April 22nd, 2022.