



Title: Executive Director

Classification: Regular Full-Time (40 hours/week)

Salary: Commensurate with Experience

Location: Charleston, SC

Summary:

Under the direction and guidance of the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for Lowcountry Center for Veterans Research (LCVR) staff, programs, and execution of its mission and financial objectives. Although successful individuals are expected to have solid experience at academic or non-profit research organizations, it is also possible that candidate may come from other sectors that intersect the fields of medical research and health care. The successful incumbent will have experience demonstrating a strong ability to conceptualize, develop, and evaluate programs.

Duties & Responsibilities:

Board Governance

- Provide leadership in developing program, organizational, and financial plans with the Board of Directors and carry out plans and policies authorized by the Board.
- Communicate effectively with the Board and provide, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Maintain official records and documents, and ensure compliance with federal, state, and local regulations.
- Maintain a working knowledge of significant developments and trends in VA/NPC operations.

Financial Performance & Viability

- Responsible for the fiscal integrity of LCVR, to include submission to the Board a proposed annual operating budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for the fiscal management that operates within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for fundraising and developing other revenues necessary to support LCVR's mission.
- Develop and maintain sound financial practices to ensure funds are expended appropriately and effectively and that follow VA policies as well as Generally Accepted Accounting Principles (GAAP) are adhered to.
- Responsible for preparing for the Nonprofit Program Office review which occurs triennially and external annual audits by an outside CPA firm. This preparation includes document review, policy review, pre-audit transmittals of information to either party and on-site responsiveness.

Organization Mission & Strategy

- Responsible for organizational management of all matters concerning personnel, IT, benefits, insurance, and facilities.
- Responsible for implementation of Board approved policies and procedures that carryout the organization's mission.



- Responsible for strategic planning to ensure that LCVR can successfully fulfill its mission into the future.
- Responsible for the enhancement of LCVR's image by being active and visible in the community and by working closely with VA researchers and staff as well as other NPC in the VA community.

Organization Operations

- Develops and implements standard operating procedures to ensure that day-to-day LCVR business is conducted as efficiently as feasible.
- Work closely with VA researchers and their staff to ensure they are provided with appropriate support systems and responsive, quality service in the areas of grant preparation, project accounting, human resources, purchasing, and related administrative functions.
- Responsible for hiring and retention of competent, qualified staff.
- Responsible for signing all contracts, agreements, and other instruments made and entered into and on behalf of the organization.
- Represents LCVR in its business relationships with the research community, VA and other government agencies, the media, community organizations, suppliers, competitors, professional organizations and similar groups.

Supervision:

- Reports to R. Amanda LaRue
Chair of the LCVR Board of Directors
Associate Chief of Staff for Research, Ralph H. Johnson VAMC

Qualifications and Hiring Criteria:

- Authorization to work in the US to apply for this job and are subject to a background/suitability investigation
- Education: Bachelor's degree in a business or finance-related field is required.
- Experience: Minimum 5 years' experience in research administration or project management is required.
- Knowledge/Understanding of:
 - Relevant laws, regulations, codes, guidelines, and administrative best practices related to non-profit management is required.
 - How to prepare and/or manage grants and contracts from private foundations, federal sources, and/or pharmaceutical/biotech companies is required.
 - How to prepare and/or manage clinical trial agreements e.g., Cooperative Research and Development Agreements (CRADAs) is preferred.
- Experience serving as liaison with other organizations, such as the VA Medical Center, University School of Medicine, National Institutes of Health, and National Association of Veterans Research and Education Foundation and the Nonprofit Program Office is preferred.
- Must have good interpersonal skills, common sense, and the ability to write and speak effectively.
- Knowledge of MS Office Products (Excel, Word, Power Point, Access and Outlook) required.



- Proficient with QuickBooks or other accounting software is a must.
- Must be able to work independently.

Company Information:

Lowcountry Center for Veterans Research (LCVR) supports the research-related activities of the VA (principally the Ralph H Johnson VA Medical Center) while enhancing its revenue and sustainability.

Email completed application + resume to:

R. Amanda C. LaRue, Ph.D.

Chair of the Board of Directors LCVR and ACOS/Research

Rutha.LaRue@va.gov