**Executive Director, Houston VA Research and Education Foundation (HVAREF)**

**Title:** Executive Director

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

**Salary:** Commensurate with Experience

**Location:** Houston, TX

**Job description**

The Houston VA Research and Education Foundation, Inc (HVAREF) is seeking an Executive Director (ED). The Executive Director provides overall institutional leadership and direction and oversees the administration of programs and services provided by HVAREF. The ED also protects the organization’s financial assets while ensuring compliance with board directives and applicable grantor, federal, and state requirements, and serves as an authorized representative of the Board of Directors in all matters.

HVAREF’s core business is the administration and support of awards of industry and private sponsored research and education activities conducted at the Michael E. DeBakey Veterans Affairs Medical Center (MEDVAMC).

***Duties:***

**Strategic Planning and Leadership**:

* Works closely with the MEDVAMC research leadership and the HVAREF Board of Directors on the organization’s vision and strategic plan.
* Provides leadership in the implementation of the organization’s goals and plans and continually refines and improves operations while meeting measurable goals and objectives.
* Continuously monitors developments in the non-profit medical research arena, researching successful programs to introduce innovative ideas to advance HVAREF’s programs and financial health.

**Financial Management:**

* Provides leadership and direction for the organization’s ongoing financial sustainability.
* Monitors, directs, and evaluates the fiscal performance of HVAREF to assure quality service within HVAREF’s financial means.
* Directs the development of the annual operating budgets for HVAREF and monitors the receipt and expenditure of funds to assure fiscal responsibility.
* Provides financial reports as scheduled and requested to the HVAREF Board, Associate Chief of Staff for Research Service Line (ACOS/Research) and Principal Investigators of project accounts.
* Supervises the business affairs of HVAREF to assure that its funds are expended appropriately and effectively through a robust system of internal controls.
* Represents HVAREF in business negotiations; executes business agreements/arrangements/contracts on behalf of HVAREF.

**Operations/Administration:**

* Develops strategies and successfully designs and implements activities that support targeted growth.
* Works closely with principal investigators (PIs) 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.
* Promotes an open communication system at all levels and develops and maintain a strong management team.
* Organizes the administrative functions of the organization, delegates duties, and establishes formal means of accountability for subordinates.
* Ensures a solid and meaningful system of policies and procedures to guide the day-to-day operations of HVAREF.
* Ensures appropriate decision-making procedures for the organization.
* Oversees special projects and performs other duties as needed to fulfill the goals and objectives of the organization.
* Leads all oversight visits for external financial audits, to include but not limited to the National Association of Veterans’ Research and Education Foundations (NAVREF).

**Personnel Management:**

* Oversees effective and sound personnel procedures to keep the organization in compliance with applicable laws/regulations.
* Establishes position descriptions and performance rating tools and processes.
* Manages, mentors, and supervises direct reports, providing ongoing support and feedback, and formally evaluating performance at least semi-annually; addresses performance issues in a timely manner.
* Sets guidelines for employee schedules, salary reviews and performance awards.

**Board Relations:**

* Provides leadership, support, and information to facilitate board members’ efforts to develop policy, assure sound financial practices, increase revenue, and improve governance and decision-making.
* Communicates regularly to the Board regarding achievement of strategic plan objectives, 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/needs.
* Implements Board-approved policies, program goals and objectives.
* Orients new Board members.

**External Relations:**

* Develops and maintains strong supportive working relationships with the ACOS/Research Service Line, investigators, sponsors, and partners, especially at Baylor College of Medicine, Texas Medical Center institutions, VA Office of General Counsel, and the National Association of Veterans’ Research and Education Foundations (NAVREF).
* Establishes and cultivates collaborative and strategic partnerships between the organization and its affiliates, with charitable and other organizations, and with regulatory agencies.
* Stays abreast of industry/market needs and shifts; recommends and implements modifications to meet changing needs; manages government relations.
* Performs other duties that may be necessary and in the best interests of HVAREF.

***Requirements: This is a full-time position; hybrid telework or in-person***

**Education:**

* Required: Graduate Degree (or equivalent combination of education and experience)

**Experience:**

* Required: At least five years of successful management level experience in a non-profit organization; relevant and up-to-date knowledge of research administration.
* Required: Skilled in financial management with at least five years of experience
* Desired: A record of successful fundraising/development initiatives.

***Knowledge / Skills / Abilities:***

**Strategic Planning and Leadership:**

* Visionary leader with experience directing an evolving organization in adapting to market forces to best benefit the organization.
* Demonstrated visioning and strategic planning skills.
* Ability to lead, influence, inspire and motivate individuals and teams, including staff, the Board, academicians, and partners.
* Team builder who has experience in maintaining excellent working relationships across institutional boundaries.

**Planning and Organization:**

* Ability to translate the vision and strategy into an operational plan from big institutional goals to departmental and individual targets.
* Strong decision-making, organizational, planning and implementation skills.
* Ability to set priorities, analyze, and resolve problems.

**Financial Management:**

* Experience in setting overarching goals for the development and management of financial plans, forecasts, and budgets.
* Experience in reporting financial results to different audiences.
* Experience with conduct, review and dissemination of institutional audits.

**Personnel Management:**

* Demonstrated experience attracting, managing, developing, evaluating, and retaining staff.
* Ability to engage, lead, mentor, and motivate individuals and teams.

**Interpersonal Skills/Communication:**

* Excellent verbal and written communication skills and a respectful, collaborative, effective approach to building alliances to strengthen the organization at local and national forums.
* Relationship builder who can comfortably connect with organizational and external partners.
* Ability to communicate and model enthusiastic embrace of diversity and inclusion.

**Environmental Conditions / Physical Demands:**

* **Physical**: Frequently sit for long periods of time to perform computer-based tasks and for meetings. Occasionally stand / walk around the office or VA campus. Occasionally lift / carry / push / pull objects that weigh up to 10 lbs.
* **Environmental:** Office environment and equipment.

HVAREF engages in nonprofit medical research and works with sponsors and the MEDVAMC in administering funds for conducting research. Please refer to our website for additional information: [www.HVAREF.org](http://www.HVAREF.org).

As a condition of employment, all HVAREF employees are required to receive an approved Without Compensation (WOC) appointment with MEDVAMC and complete a background check.

Email resumes to:

Paula A. Kinsel, MHA, MBA, MT, FACHE Paula.Kinsel@va.gov.