

Confidential Job Description
for the position of

Executive Director

Middle Tennessee Research Institute
Nashville, TN

ORGANIZATION BACKGROUND:

Middle Tennessee Research Institute is a 501(c)3 non-profit research and education foundation. The foundation serves as a flexible funding mechanism to the VA Tennessee Valley Healthcare System (TVHS), providing administration and stewardship of federal (non-VA) and non-federal research and education grants and contracts. MTRI is one of 83 non-profit research and education corporation (NPCs) located across the country. MTRI provides support to VA TVHS and the Department of Veterans Affairs in their mission to seek innovative treatment options and educational opportunities to better serve our nation's Veterans.

History

In 1988, Congress passed legislation (Title 380) that authorized the establishment of NPCs to serve as flexible funding mechanisms to the Department of Veterans Affairs (DVA) Research and Development programs at local VA hospitals. DVA was given authority to regulate the NPCs.

Shortly after the passing of Title 380 in 1988, two nonprofits were created in central Tennessee, the Alvin C. York DVA Research and Education Foundation in Murfreesboro and the Nashville Research Institute in Nashville. Both operated independently for about 10 years. In 1991, ACYREF was dissolved and merged into NRI, forming Middle Tennessee Research Institute in August 2000.

Mission

The mission of the Middle Tennessee Research Institute (MTRI) is to facilitate innovative research and education, improve healthcare programs that benefit our nation's Veterans, and provide outstanding support and advocacy to the research, education, and training endeavors of the Tennessee Valley Healthcare System.

A leading NPC, MTRI is a member of the National Association of Veterans' Research and Education Foundations, a 501(c)3 non-profit membership organization. The leadership team of NAVREF provides resources, training, and programming to the 83 member NPCs and provides collaboration and support in furthering the collective mission of improving Veteran health through research and education.

SCOPE AND RESPONSIBILITIES:

With the growth in the internal capacity of the TVHS to provide excellent clinical research capabilities and the desire of the faculty to serve as clinical investigators, the MTRI is seeking an entrepreneurial leader to become Executive Director who can accelerate the growth of non-VA funding and partner with the medical centers to identify and organize opportunities to accelerate research and improve patient care. This individual will report to the governing Board of Directors, and the Chairman of the Board.

Key Responsibilities

Promote Middle Tennessee Research Institute as a premier research organization to the U.S. government, pharmaceutical companies, affiliated universities, and other current and prospective sources of research revenues.

Ensure that clinical researchers within Tennessee Valley Healthcare System are provided with appropriate support systems and responsive, quality service in the areas of human resources, purchasing, accounting, and related administrative functions.

Develop and implement new marketing strategies and programs to ensure the growth and stability of the organization.

Ensure compliance and support of Board of Director directives and Agency charter.

Board Management

Development and Growth. Develops and provides leadership for the implementation of new marketing strategies and organizational units to meet the Board's growth objectives. This includes, but not limited to developing a clinical research site management organization to implement very large research contracts at the VA and assisting researchers to identify available research funds to fund new clinical research projects.

Board of Directors. Assists in identifying and recruiting new Board members with the skills needed to further the goals of the MTRI. Facilitates the work of the Board of Directors of the MTRI and its committees by developing resource materials, providing appropriate information, and reporting and assisting committee chairpersons as necessary.

Counsel. Provides advice and counsel to the Board of Directors of the MTRI to assist in setting policies and monitoring the performance of the MTRI, while writing, editing, and maintaining all Board-approved policies and Standard Operating Procedures (SOP).

Recommendations. Recommends new policies, programs, and action plans consistent with the vision of the organization; executes all policies/decisions of the Board.

Oversight. Oversees and tracks status of Board member requirements including but not limited to training, appointment letters, subcommittee membership, and attendance to required Board meetings.

Key Organizational Responsibilities

Serves as the Chief Executive Officer of the corporation and always functions within the authority delegated by the Corporation's Board of Directors, and in accordance with the lawful policies and directives issued by the Corporation's Board of Directors.

Oversees the development of budgets for submission to the Board; ensures compliance with approved budgets; proposes revisions as necessary. Reviews current practices and methods and initiates development of new ones as necessary to reduce costs, encourage growth and improve efficiencies. Provides for the appropriate control and accountability of all funds, physical assets, and other property. Oversees contracting, financial and accounting functions, to include budget, operating, accounting, payroll, audit and tax document preparation and submission.

Develops and oversees MTRI policies and programs including the development and implementation of systems for monitoring projects and work assignments, including outcome measures with Board approval. Collaborates with the MTRI Board of Directors to develop and implement plans for MTRI operational systems and processes including finding opportunities for improvement and savings.

Assists investigators with identifying funding and grant submission. Develops, negotiates, and executes contracts, including CRADAs, with other organizations, as appropriate. Manages the contracting review and approval process with VA legal.

Oversees the human resources function to ensure optimum staffing and utilization of competent staff, recommending policy changes to benefits, compensation, employment, training, and other areas as appropriate. Performs managerial duties for administrative staff including interviewing/hiring applicants for employment; termination of employment for deficient job performance, assigning and reviewing progress of assignments; managing performance and recommending salary increases; and developing higher levels of expertise in staff members by encouraging further education, participation in work-related seminars and providing learning opportunities within the organization.

Coordinates the MTRI's business activities with those of VATVHS for mutual benefit; acts as a primary contact for the VATVHS to resolve problems. Protects the MTRI's legal interests and maintains its operations within the law; retains and works with outside counsel to obtain opinions or handle claims and litigation as needed. Ensures compliance of all MTRI policies and practices with applicable state and Federal laws and VA regulations relating to the Non-Profit Organization. Responsible for all required reporting as requested by governing agencies and sponsors/grantors.

Represents MTRI in its business relationships with the research community, VA, TVHS and other government agencies, the media, community organizations, suppliers, competitors, professional organizations, and similar groups. Supports and manages fundraising activities and donor contributions as applicable.

Establishes and maintains an effective system of communications throughout the MTRI, VATVHS and the affiliated/associated research community to build and maintain a positive image, including corporate newsletters, informational seminars, participation in industry conferences/marketing activities, as well as personal networking.

Collaborates with National Association of Veterans' Research and Education Foundations (NAVRAF) and VA Nonprofit Program Office (NPPO) to ensure compliance and regulatory adherence for oversight and reviews as well as education and research engagement.

KEY CHARACTERISTICS OF A SUCCESSFUL CANDIDATE:

Effective leadership and organizational management including knowledge and experience in being an effective manager, especially as it applies corporate planning to achieve long-term growth and sustained success.

Demonstrated ability to plan organization-wide activities (setting objectives, developing strategies, budgeting, developing policies and procedures, and organizing the functions necessary to accomplish the activities).

Exemplary skills in staffing effectively; selecting, training, and developing employees; directing employees toward desired objectives; delegating, motivating, resolving problems; and controlling the functions (developing performance standards, measuring results, taking corrective action, and rewarding employees as appropriate).

An understanding of financial, budgeting and accounting required to manage an organization budget of up to \$10 million annually.

Documented success in marketing and successful promotional campaigns because of clear oral and written communications skills.

LOCATION:

Nashville, TN

EDUCATION:

University degree in a scientific field or a related degree from an accredited institution of higher learning.

COMPENSATION:

An attractive compensation package will be offered based on Candidate's qualifications, experience, and education.

CONTACT:

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