Chief Executive Officer – The East Bay Institute for Research & Education (EBIRE) is currently seeking a full-time Chief Executive Officer.

SUMMARY
The East Bay Institute for Research & Education (EBIRE) is an independent nonprofit 501(c)(3) corporation. EBIRE’s mission is to support the research and educational activities conducted at the VA Northern California Health Care System (VANCHCS), which is the largest VA network on the West Coast and in the top 10 in the US. EBIRE is located on VANCHCS campus in Sacramento, CA. EBIRE has a diverse research portfolio investigating a variety of ailments affecting our nation’s Veterans. EBIRE and VANCHCS have a growing relationship with our major academic affiliate, University of California Davis (UCD) and it is expected that the research portfolio will enter a major growth phase over the next few years.

EBIRE provides support for non-VA funded research and education grants and contracts awarded to clinicians and scientists at VANCHCS. EBIRE currently administers 34 awards spread across 15 different investigators. Research and education funds are received from federal, industry, and outside foundational grants and contracts awarded to VA investigators. EBIRE has total assets of $1M.

OPPORTUNITY
The Chief Executive Officer will report to the EBIRE Board of Directors and will work closely with the scientific and education communities at EBIRE, VANCHCS, and UCD. The position will be focused on providing the overall leadership, direction, and administrative control of all programs and services within EBIRE.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The position will supervise a team of 2-3 administrative staff including accounting and HR specialists. Principal responsibilities include:

- Overseeing all accounting functions including those necessary for auditing, budgeting, financial analysis, capital asset and property management, and payroll in accordance with generally accepted accounting principles to include Uniform Guidance for the management of federal funds.
- Ensuring adherence to Board, Department of Veterans Affairs (VA), and funding agency policies and procedures, and all other applicable rules and guidelines.
- Overseeing human resource management for approximately 45 EBIRE employees working primarily in research laboratories on the VANCHCS and University affiliate campus.
- Overseeing payroll and benefits programs.
- Evaluating and executing contracts with benefit-plan providers and other vendors.
• Managing federal and private grants and contracts including pre-award and post-award components.
• Working closely with researchers and their staff to always provide knowledgeable and responsive service.
• Working closely with the Chief of Research and Medical Center Director at VANCHCS

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE
• Bachelor’s degree in Business Administration or related field is required; a Master’s degree is preferred in disciplines that include Business Administration, Healthcare Management, Public Health Administration, and related fields. Candidate with a PhD in a medical research discipline with appropriate administrative expertise will be considered.
• Seven or more years of executive-level, nonprofit, or research administration experience is preferred.
• Proven experience in strategic growth.
• Relevant and current experience in research administration, personnel management, reporting to a Board of Directors, is essential.
• Management experience of Federal as well as Pharma grants is preferred.
• Exceptional, hands-on budget management skills, including budget preparation, analysis, and decision making.
• Ability to convey the mission and vision of an organization to key stakeholders.
• Knowledge and experience working in the VA Research system is preferred.
• Excellent written and verbal communication skills.
• Ability to build relationships with internal and external stakeholders and collaborators.
• Examples of transparent and high-integrity leadership.
• Strong organizational abilities, including planning, delegating, program development, and task facilitation.

EBIRE is an equal opportunity, affirmative action organization. All qualified applicants will receive consideration for employment without regard to status as a protected veteran or a qualified individual with a disability, or other protected status such as race, color, sex, sexual orientation, gender identity, religion, national origin, or age. We celebrate diversity and are committed to cultural inclusion, respect for differences, acceptance, and respect for all employees.

LOCATION and ADDITIONAL INFORMATION
• Primary job location is located on the VANCHCS, Sacramento (Mather) campus with occasional travel to other VANCHCS or academic affiliate sites.
• New employees must submit COVID-19 vaccination documentation or seek an exemption within 8 weeks of beginning employment.
• Reference, criminal, and financial background checks are required. EBIRE employees must obtain a Without Compensation Appointment (WOC) at the VA, which requires a federal background check.

Please send your resume and cover letter explaining your interest in the position to EBIRE1908@gmail.com