Executive Director
Dorn Research Institute – Columbia, SC
Fulltime position

The mission of the Dorn Research Institute is to advance the health and wellbeing of our country’s veterans by supporting medical research and education at the Columbia VA Health Care System. DRI provides a flexible funding mechanism for grants and contracts from non-VA agencies such as National Institutes of Health, Center for Disease Control, Department of Defense, foundations, and industry (primarily pharmaceutical and device companies).

Qualifications:

- Four-year College degree is required; Masters preferred
- Two years of non-profit administrative experience
- Marketing and promotional skills
- Medical Research background.
- Competence using Microsoft Office programs (Word, Excel, PowerPoint and Outlook)
- Experience using QuickBooks is preferred

Responsibilities:

- Administers overall operation of the corporation
- Liaisons with the Board of Directors for strategic planning
- Directs support staff of the organization
- Provides support for Board activities (meeting schedules, locations, agenda, and materials)
- Manages grants and contracts including (negotiating & monitoring agreements; coordinating legal review; receipt and expenditure of funds)
- Liaisons with other professional organizations (VA Medical Center, University of South Carolina, National Institutes of Health, and National Association of Veterans Research and Education Foundations)
- Recruits Board Members
- Solicits support from individuals, corporations, foundations and other sources of funding and/or influence

Salary Range: $65,000-$85,000 depending on qualifications and experience.

Interested candidates see contact information below:

Email: Kathryn.haddock@va.gov
CC: admin@dornresearchinstitute.org