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| Job Title: | Executive DirectorNorth Florida Foundation for Research and Education, Inc. (NFFRE) |
| Job Description: | Opening is for the position of Executive Director (ED) of North Florida Foundation for Research and Education, Inc. (NFFRE), the nonprofit research and education foundation established in 1997 to facilitate the biomedical research and education missions of North Florida/South Georgia Veterans Health System (NFSGVHS). Offices are located within the Malcom Randall VAMC in Gainesville FL. ED must have the management skills that are typically required in a senior operating official of a major business corporation. ED has the general powers usually vested in the offices of president and treasurer of a corporation. ED is responsible for the daily business of the corporation: financial management and accounting practices, including internal controls and annual external audit; human resources, including recruiting, retention and termination, professional development, employee benefits; corporate insurance and investment programs; signatory on all legal and accounts payable instruments; annual reporting to IRS, State of Florida, VA Nonprofit Program Office and periodically to US Department of Commerce; signatory or authorized official for numerous federal entities, including but not limited to Office of Research Integrity, Grants.Gov, eRA Commons, System for Award Management, Wide Area Workflow, Extramural Invention Information Management System (Edison), and Federal Wide Assurance. ED is responsible for recruiting study sponsors and investigators. ED is responsible for compliance with VHA Handbook 1200.17, federal and state regulations, including the IRS. Corporation is subject to audit by VA Inspector General, VA Comptroller General, IRS, Secretary of VA, State of Florida, and others. ED reports to and is responsible for all meetings of the board of directors and implementation of all resolutions of the board.  |
| FLSA Status/FTE | Exempt, full time |
| Minimum Requirements: | Bachelor’s degree or an equivalent combination of education and experience in addition to 5 years or more professional experience in research administration or nonprofit corporation management. Outstanding interpersonal and communications skills, including the ability communicate effectively with staff, volunteers, the board and others in the community. |
| Preferred Qualifications | Experience with project accounting.Experience with grant proposals and administration.Experience with HR issues including payroll.Experience working with boards of directors or corporate senior level managers.Experience working with auditors. |
| Further Requirements: | Background check, finger printing, credentialing. Appointment requires approval of the NFFRE board of directors and concurrence by the director of NFSGVHS as designee of the Under Secretary of Health. |
| Compensation Package: | Commensurate with qualifications |
| **Special Instructions:** | **IN order for the application to be considered, send a cover letter with salary requirements, names and contact information for 3 references and CV/resume to Summer.Cross@va.gov.** **No telephone calls please.**  |
| Closing Date:  | Friday, June 30, 2017 |