Executive Director

The Middle Tennessee Research Institute (MTRI) is a dynamic, growing nonprofit organization that administers research and education programs benefiting Veterans. Our office is located on the campus of the Veterans Affairs (VA) Tennessee Valley Healthcare System (TVHS) Nashville Campus. We are seeking a part-time (30-32 hrs./week) Executive Director with the leadership and administrative skills to continue expanding our services to the VA research community. MTRI assists project leaders in seeking funding from government and private agencies, and works closely with VA to coordinate support for successful research and education projects.

Qualified candidates must be able to maintain positive, respectful relationships with the VA research and education community, MTRI board of directors, and outside institutions. Experience in medical research administration and familiarity with business operations, including finance, nonprofit administration, and strategic planning preferred. MBA or post-graduate equivalent strongly preferred.

The position will be primarily on-site at the Tennessee Valley Healthcare System, Nashville, TN in order to be available to meet with investigators and research personnel.

RESPONSIBILITIES:

- Oversees all MTRI operations and business activities to ensure they produce the desired results and are consistent with the MTRI strategic plan, mission, and organizational policies.
- Provides ongoing program evaluation, and maintains high quality administration, financial management and controls, and communication systems. Establishes timelines and develops resources needed to achieve the organization's strategic goals.
- Proactively engages VA research and education colleagues, MTRI employees, board members, and partner organizations.
- Hires, manages, and coaches MTRI staff.
- Works closely with VA investigators, educators, and their staff members to ensure they are provided with appropriate support systems and responsive service in the areas of grant preparation, project accounting, human resources, purchasing and related functions.
- Serves as institutional Signing Official and responsible party for all organizational signatory requirements and registrations.
- Ensures maintenance of all corporate registrations and adheres to all regulatory registrations and compliance requirements.
- Evaluates and advises on the impact of long-range planning, introduction of new programs/strategies and regulatory action.
- Enhances and/or develops, implements, and enforces organizational policies and procedures.
• Carries out investment actions in accordance with board guidance while adhering to VA restrictions regarding government-backed investment vehicles and mitigating risk while maximizing growth in MTRI’s investment portfolio.
• Analyzes vendor services (including insurance, accounting, auditing, human resources and consulting) to ensure MTRI needs are met for a reasonable cost.
• Creates annual budget for approval by Board of Directors.
• Oversees annual GAAS audit and associated reporting to the MTRI Board Audit Committee, preparation of annual IRS Form 990, and preparation for triennial audits by VA Nonprofit Program Office.
• Submits grant proposals on behalf of VA researchers and educators, including federal grants, foundation grants, and private donors.
• Works with VA researchers and educators to develop detailed budgets for projects, including supply and staffing needs.
• Works closely with VA administrative staff to ensure adequate salary support for VA research and education project support staff.
• Negotiates Cooperative Research and Development Agreements (CRADAs) with clinical trial study sponsors and the VA Office of General Counsel, including study budget negotiation, adequate coverage of non-standard clinical test and procedures, and legal considerations.
• Negotiates and maintains federal Facilities and Administrative (F&A) rates with NIH, and indirect cost rates for agreements with for-profit and non-profit project sponsors.
• Supports conduct of quarterly board meetings, including preparation of agendas and draft minutes for review by board secretary.

QUALIFICATIONS:

• MBA or post-graduate equivalent strongly preferred.
• Minimum of 5 years of relevant experience in business leadership positions.
• Direct experience working with US Department of Veterans Affairs preferred.
• Familiarity with federal and foundation grant submission preferred.
• Direct experience managing and leading multiple business departments or functions required.
• Familiarity with diverse business functions including operations, finance, human resources and sponsored programs.
• Outstanding organizational and leadership skills.
• Analytical abilities and problem-solving skills.
• Excellent communication and public speaking skills

Please forward cover letter and resume to Priscilla West at Priscilla.West@va.gov