Position: Executive Director

DEPARTMENT: SJSU Research Foundation

IMMEDIATE SUPERVISOR: Associate Vice President of Research at San José State University

POSTING DATE: November 9, 2017

CLOSING DATE: November 27, 2017

UPDATED: September 30, 2017

SALARY: Commensurate with experience

STATUS: Full-time/Exempt

GENERAL NATURE/PURPOSE OF POSITION:

The San José State University (SJSU) Research Foundation, a private, non-profit corporation and an auxiliary of SJSU, receives in excess of $60 million dollars annually in public and private funding in support of research and specialized programs supporting the mission of SJSU. The Research Foundation (RF) is SJSU’s largest provider of research and public services to local, national and international sponsors. With a staff of approximately 50 employees, the RF Central Office is comprised of Sponsored Programs, Finance and Accounting, Human Resources, and Information Technology, which together provide for the needs of approximately 2,000 academic, technical, professional and administrative staff who are employed and work at both on- and off-campus locations including downtown San Jose, NASA-Ames, Moss Landing Marine Laboratories, and out-of-state sites.

The Executive Director manages the affairs of the Research Foundation within the programmatic and fiscal policies of the RF, SJSU and the California State University system. The Executive Director, in partnership with the AVP for Research, manages, oversees, and directs all financial, human, programmatic, activities and assets, and all other resources of the Research Foundation. The Executive Director will lead the RF as it continues to modernize its operations and become more efficient and effective in the support and expansion of external funding for the university. Working with and reporting to the AVP of Research, and informed by senior levels of university management, the Executive Director is responsible for the maintenance of the fiscal viability of the RF and recommends to the RF Board of Directors policies designed to support that objective.

The Executive Director position is an auxiliary position within the RF. The role of the Executive Director is to ensure the Research Foundation’s business operations move toward accomplishing the mission of the RF, and with that, the related mission of San José State University.

ESSENTIAL DUTIES & RESPONSIBILITIES:

General Management and Board of Directors Responsibilities
Ensures organization’s fiscal integrity and that the general management and conduct of the Research Foundation activities are consistently carried out within the framework of the missions of the Research Foundation and the university. Manages the affairs of the RF within the programmatic and fiscal policies of RF, SJSU, and California State University system. Works with university management for the maintenance of the fiscal viability of the RF and recommends to the RF Board of Directors policies designed to support that objective. Establishes and maintains effective relationships and communications with the Board of Directors comprised of university members specified by function or position in the university, and community members. Participates in board development.
External Funding Opportunities, Activities and Efforts
Protects, represents, and advances the interests of the Research Foundation, the faculty and other users of RF resources, the university, and the many agencies, organizations and individuals that fund programs through the RF. Establishes and maintains relationships with SJSU, as well as similar California State University auxiliaries, the CSU Chancellor’s Office, government agencies, foundations, corporations, banks, and professional organizations to further the interests of the RF and SJSU. Works closely with the SJSU Tower Foundation to maintain productive connections with private foundations and corporations in the area of grants and contracts.

Administrative and Operational Management
Drives an effective business infrastructure and management systems that ensure ongoing regulatory compliance and sound, auditable business and administrative practices in accordance with state and federal regulatory requirements, as well as in accordance with California State University Chancellor’s Office and outside auditing firm requirements. Ensures the organization provides an effective and efficient customer-oriented range of services consistent with the RF’s mission. Directs corporate administrative and business operations. Oversees negotiations with outside organizations for contracts, grants, banking, legal, audit, technology commercialization, and other programs or professional services.

Strategic Planning and Implementation of Programs and Initiatives
In conjunction with the AVP of Research and senior levels of university management, develops and directs the implementation of strategies for enhancing and expanding programs of the organization, as well as initiatives that enhance university prominence, image, and community relations.

PLEASE NOTE: This position is considered a “sensitive” position by SJSURF and CSU policy. A background check, including Live Scan (fingerprinting) must be satisfactorily completed before any candidate can be offered this position with the Research Foundation. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current SJSURF employees who apply for the position.

INTERPERSONAL CONTACTS:
Position interacts regularly with SJSU administration, faculty and staff, as well as with Research Foundation Board of Director members, Central Office employees, program researchers and external community partners.

QUALIFICATIONS:

Education and Experience

a) Combination of education and experience required to perform the duties of the assigned position with demonstrated background of successful, ethical leadership.
b) A Master’s degree is required.
c) A minimum of five years’ supervisory experience is required.
d) Experience with progressively greater responsibility in general management and financial operations, as well as sponsored program management.
e) Demonstrated strong public speaking, oral and written communication skills.
f) Experience in leadership and experience working with non-profit governing boards preferred.
g) Experience assessing the external environment in which they operate and the ability to transform that assessment into programmatic improvements or service innovations.
h) Related experience in financial management, regulatory compliance/legal matters, risk management, technology commercialization, and effective human resource management in a university, public service setting or private foundation.
i) Success working in a culturally-diverse environment.

Knowledge, Skills and Abilities Required

a) Has demonstrated success in leading an organization or a non-profit institution while establishing credibility with a board of directors, a management team, and other internal and external stakeholders.

b) Knowledge of entrepreneurial, creative and innovative approaches to continuously changing challenges facing non-profit corporations and externally-funded programs and operations.

c) Have an understanding of the mission, goals and objectives of a major public university and the roles of research, public service, and the need for an effective business infrastructure in support of that mission.

d) Demonstrated ability to modernize operations, expand the core function of garnering external funding in support of RF and SJSU mission of research, education and service.

e) Ability to work successfully with multiple constituencies internal and external to the campus to advance the objectives of the Research Foundation and the university.

f) General knowledge of external funding opportunities (funding agencies of all types) and principles of investment management.

g) Strong public relations and communications skills with an effective, proactive and collaborative leadership style evidenced by a record of managing technological and organizational change in a complex institution.

h) Demonstrated effectiveness in a position that has a high degree of complexity and autonomy. A solid background and thorough knowledge of successful business, financial, human resources, and risk management in complex organizations.

i) Demonstrated ability to manage organizational and technological change.

j) Possesses an effective, proactive, and collaborative leadership style.

k) Experience in strategic resource planning and budgeting, including P&L (surplus and loss) and operational experience.

l) Commitment to high ethical and business standards.

m) Experience in successful program development and implementation within a major university or research institution.

n) Knowledge of principles of organizational development, new management models, government and community relations, and today’s business, legal, and regulatory environment.

o) Familiarity with business and economic development initiatives.

SUPERVISORY RESPONSIBILITIES:

Position manages and leads the following positions: Senior Director of Finance and Accounting, Senior Director, Office of Sponsored Programs, Director of Human Resources, and the Associate Director of Administration and Communications.

Research Foundation employment is separate and distinct from San José State University or State of California employment. Research Foundation employees are not employees of either SJSU or of the state of California.

APPLICATION PROCEDURE

To apply for this position, you may submit your letter of interest, along with your CV and a formal application via email directly to foundation-jobs@sjsu.edu. An application and job description may be obtained from the Research Foundation web site at http://www.sjsu.edu/researchfoundation/open/index.html or by visiting the Research Foundation’s Central Office. A formal application for employment will be required of all candidates who are selected for an interview.
Please address your letter of interest and your Curriculum Vitae which lists a minimum of three references, to:

San Jose State University Research Foundation
Attn: Job Code RF ExDir
210 North 4th Street
San Jose, CA  95112

The Research Foundation provides excellent benefits package to benefited employees. Please visit http://www.sjsu.edu/researchfoundation/humanresources/healthbenefits/index.html for more details.

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SAN JOSE STATE UNIVERSITY RESEARCH FOUNDATION
is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin, ancestry, physical or mental disability, medical condition, sex, genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

The Research Foundation has implemented California State University Executive Order 1083 (http://www.calstate.edu/EO-1083.pdf ). By policy, all Research Foundation employees are mandated reporters for suspected child abuse or neglect and are expected to undergo formal training in accordance with the directives of the Executive Order.

The SJSURF has also implemented California State University Policy Memorandum HR 2015–08 (http://www.calstate.edu/HRAdm/pdf2015/HR2015-08.pdf ).