**Position:** Executive Director

**DEPARTMENT:** SJSU Research Foundation

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

**POSTING DATE:** June 10, 2020

**CLOSING DATE:** Open until filled

**NEW DRAFT:** June 9, 2020

**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 $50 million dollars annually in public and private funding in support of research and specialized programs supporting the mission of SJSU. The Research Foundation is SJSU’s largest provider of research and public services to local, national, and international sponsors. With a staff of approximately 50 employees, the foundation 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 José, 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 as well as extramural grant regulations. The Executive Director, in partnership with the SJSU Associate Vice President (AVP) of Research and SJSU Vice President for Research and Innovation (VPRI), 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 the VPRI and other 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 the organization’s fiscal integrity, 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 Research Foundation within the programmatic and fiscal policies of the foundation, SJSU and California State University system, and grant regulations and procedures. Works with university leadership for the maintenance of the fiscal viability of the Research Foundation and recommends to the 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, the students, other users of foundation resources, the university, and the many agencies, organizations, and individuals that fund programs through the Research Foundation. 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 foundation and SJSU. Works closely with the SJSU Tower Foundation (a non-profit auxiliary of SJSU) to maintain productive relationships with private foundations and corporations in the area of grants and contracts.

Administrative and Operational Management
Drives an effective business infrastructure and management system 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 foundation'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, the VPRI, and other 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 RF and SJSU prominence, image, and community relations.

External Stakeholder Engagement
In conjunction with senior levels of university leadership, develops and directs the implementation of strategies, programs, and administrative processes that promote, attract, and facilitate the engagement of SJSU faculty and students, industry, and other community partners in the foundation's research projects and related support initiatives.

Employee Engagement
Develops and implements strategies, programs, and processes that promote, attract, and retain highly qualified and skilled staff. Develops and nurtures a culture and environment of professionalism, excellence, inclusion, compliance, transparency, commitment, and accountability among all staff with an eye towards excellent customer service. Instills long-term stability and high morale in staff.

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:

Minimum Qualifications
  a) A Bachelor’s degree.
  b) A minimum of 10 years’ supervisory experience.
  c) Experience with progressively greater responsibility in general management and financial operations, as well as sponsored program management.
  d) Related experience in financial management, regulatory compliance/legal matters, risk management, technology commercialization, and effective human resource management.
  e) A demonstrated background of successful, ethical leadership.

Preferred Qualifications
  a) A Master’s degree.
  b) Experience working with non-profit governing boards.
  c) Experience assessing the external environment in which they operate and the ability to transform that assessment into programmatic improvements or service innovations.
  d) Related experience in a university, public service setting, or private foundation.
  e) Success working in, building and promoting, a culturally diverse environment.

Required Knowledge, Skills and Abilities
  a) 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 manage 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 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 entities of all types) and principles of investment management.
  g) Strong public relations and negotiation skills.
  h) Excellent written and verbal communications skills.
  i) Demonstrated effectiveness in a position that has a high degree of complexity and autonomy.
  j) A solid background and thorough knowledge of successful business, financial, human resources, and risk management in complex organizations.
  k) Demonstrated ability to display positive attitudes and behaviors, which demonstrate an awareness and willingness to respond to and engage stakeholders in order to satisfy their needs and manage their expectations.
  l) Demonstrated ability to modernize and continuously improve the operations. Experience in successfully managing technological and organizational change in a complex institution.
  m) Experience in strategic resource planning and budgeting, including P&L (surplus and loss) and operational experience. Familiarity with business and economic development initiatives.
  n) Commitment to highly ethical and professional business standards.
  o) Knowledge of principles of organizational development, new management models, government and community relations, and today’s business, legal, and regulatory environment.
  p) Experience in successful program development and implementation in an academic or research setting preferred.
SUPERVISORY RESPONSIBILITIES:

Position manages and leads the following positions: Director, Finance and Accounting; Director, Office of Sponsored Programs; Director, Human Resources; Director, IT; Executive Assistant.

APPLICATION PROCEDURE

All applications, nominations, and inquiries are invited. Applicants must submit, as separate documents, a CV or resume and a letter of interest, via WittKieffer's candidate portal or by e-mail.

For fullest consideration, candidate materials should be received by August 3, 2020.

Direct confidential nominations and inquiries to the WittKieffer consultants supporting this search:

Suzanne Teer and Julia Venetos
ExecDirSJSURF@wittkieffer.com

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.

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.

The Research Foundation has implemented California State University Executive Order 1083 (http://www.calstate.edu/eo/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 ).