

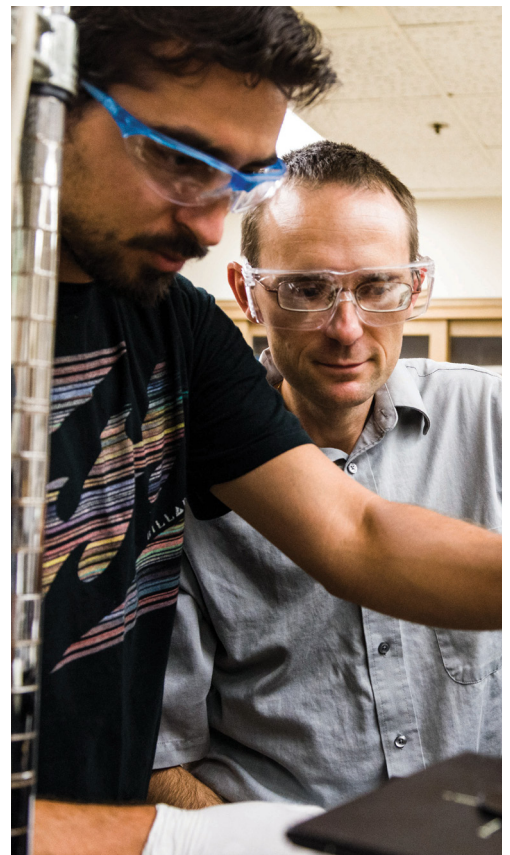


R.H. PERRY & ASSOCIATES
SEARCH COUNSEL TO HIGHER EDUCATION

EXECUTIVE SEARCH PROFILE



SJSU SAN JOSÉ STATE
UNIVERSITY



**RESEARCH FOUNDATION
EXECUTIVE DIRECTOR**



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he San José State University Research Foundation invites nominations and applications for an outstanding and innovative academic leader for the position of Executive Director.

SAN JOSÉ STATE UNIVERSITY

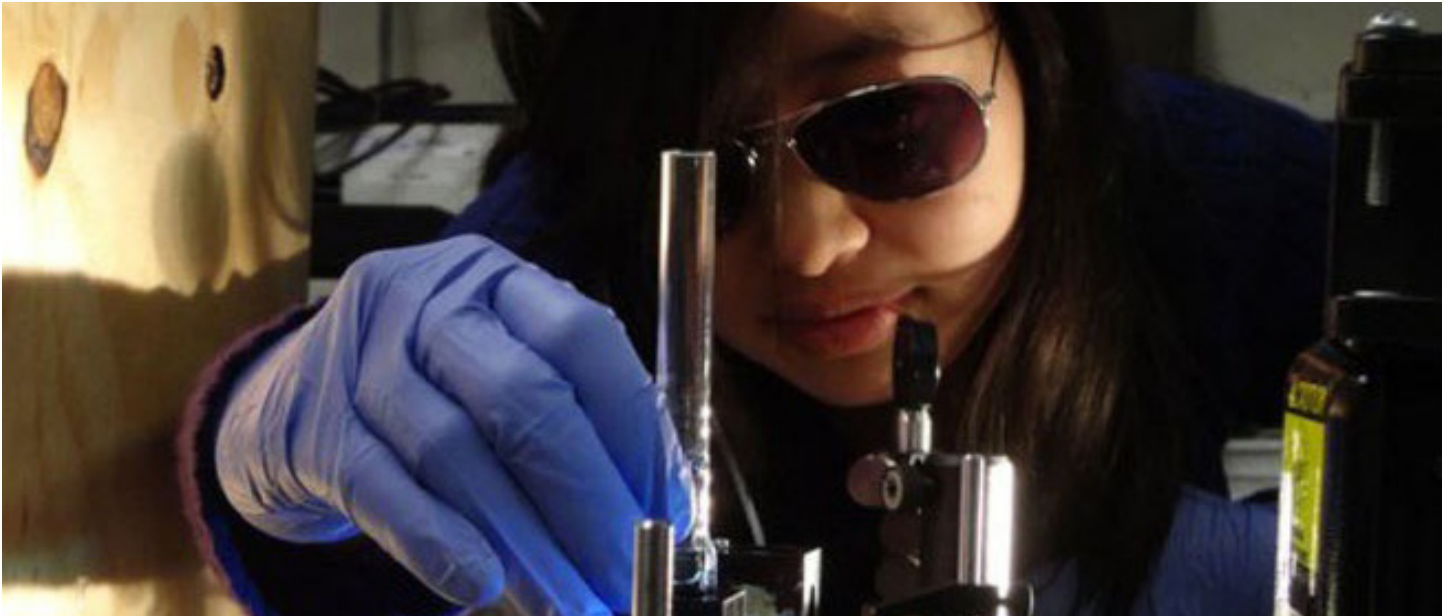
San José State University (SJSU) is a major, comprehensive public university located in the center of San José, California - the heart of Silicon Valley. A member of the 23-campus California State University System, SJSU is the oldest state university in California. Its distinctive character has been forged by its long history, its location and its vision - a blend of the old and the new, the traditional and the innovative. Among its most prized traditions is an uncompromising commitment to provide for and support a faculty that is active in scholarship, research, technological innovation, community service and the arts.

SJSU grants bachelor's and master's degrees in 134 areas of study as well as an Educational Doctorate and a joint Doctor of Nursing Practice (DNP) degree. Quality teaching and small classes are a priority, where tenured professors teach introductory as well as advanced courses. Among the top 200 universities in research and development expenditures (as surveyed by the National Science Foundation), SJSU offers rigorous course work and research opportunities to approximately 30,000 undergraduate and graduate students, with more than 600 tenure/tenure track faculty, 1000+ part-time faculty, and 1,300 staff.

The University is accredited by the Western Association of Schools and Colleges. The academic colleges include Applied Sciences and Arts; the Lucas College and Graduate School of Business; the Connie L. Lurie College of Education; the Charles W. Davidson College of Engineering; Humanities & the Arts; Science; and, Social Sciences. The University offers 82 bachelor's degrees with 66 concentrations, and 70 master's degrees with 25 concentrations. The University is proud of its award-winning library, a unique joint city-university partnership.

SJSU is an exceptional place for hands-on learning, professional development and personal growth. The University has constructed or renovated several facilities in the last two years, and the campus occupies 19 blocks in downtown San José with 23 academic buildings and seven residence halls. Located 1.5 miles away on 62 acres is the South Campus, which includes the Spartan Stadium and athletics fields.





THE RESEARCH FOUNDATION

History and Structure

The San José State University Research Foundation (SJSURF) is one of the oldest of the nonprofit corporations in the California State University system. The largest of four SJSU auxiliaries, the SJSURF is a private, non-profit corporation governed by a twelve-member Board of Directors. It receives over \$65 million dollars annually in public and private funding in support of SJSU programs. The organization employs 2,000 academic, technical, professional and administrative staff working both on-campus and at off-campus locations, including downtown San José, NASA Ames-Moffett Field, Moss Landing Marine Laboratories, and out-of-state sites in Maryland and Hawaii. As a SJSU auxiliary the SJSURF resides organizationally with the university's Academic Affairs Division under the direction of the Provost. The direct report is to the AVP of Research.

Purpose and Mission

The general purpose of the SJSURF, as set out in its articles of incorporation, is to advance the welfare of the university through assistance in research, education, and community service. The SJSURF's primary responsibility as an auxiliary of the university is the development and business administration of sponsored projects and of separate departmental and college "self-support" accounts.

As an integral member of the San José State University community, the SJSURF provides an entrepreneurial framework through which local, state and federal agencies, businesses and private foundations engage SJSU faculty and students in sponsored research, public service and community projects, consulting and other specialized educational activities in support of the University's mission. The SJSURF fosters the University's quest for excellence by:

- Supporting Faculty Success
- Expanding Student Horizons
- Delivering Specialized Business Services
- Developing Partnerships with the Community





THE POSITION

In consultation and under the direction of the AVP of Research, the Executive Director provides entrepreneurial leadership and effective business perspectives to the SJSURF in order to support the San José State University's research and public service mission through externally-funded programs and activities. The Executive Director oversees all financial, human, programmatic and other resources, activities, and assets of the SJSURF toward accomplishing the mission of the SJSURF, and with that, the related mission of San José State University.

ESSENTIAL DUTIES AND RESPONSIBILITIES

General Management and Board of Directors Responsibilities:

- Ensure that the general management and conduct of the San José State University Research Foundation (SJSURF) activities are consistently carried out within the framework of the missions of the SJSURF and the University;
- Manage the affairs of the SJSURF within the programmatic and fiscal policies of the Foundation, University, and California State University system;
- Work with university management for the maintenance of the fiscal viability of the SJSURF and recommend to the SJSURF Board of Directors policies designed to support that objective; and
- Establish and maintain effective relationships and communications with the Board of Directors comprised of university members and community volunteers. Participate in Board development.

Administrative and Operational Management:

- Ensure that the organization provides modern, effective business infrastructure and management systems with ongoing regulatory compliance and sound, auditable business and administrative practices;
- Ensure that the organization provides an effective and efficient customer-oriented range of services consistent with the SJSURF's mission; and
- Direct corporate administrative and business operations. Oversee negotiations with outside organizations for contracts, grants, banking, legal, audit, technology commercialization, and other programs or professional services.



ESSENTIAL DUTIES AND RESPONSIBILITIES *(continued)*

Strategic Planning and Implementation of Programs and Initiatives

- In coordination with the campus constituents and guidance of the AVP of Research, develop and direct the implementation of strategies for enhancing and expanding programs and other revenue-producing activities of the organization, as well as initiatives that enhance university prominence, image, and community relations.

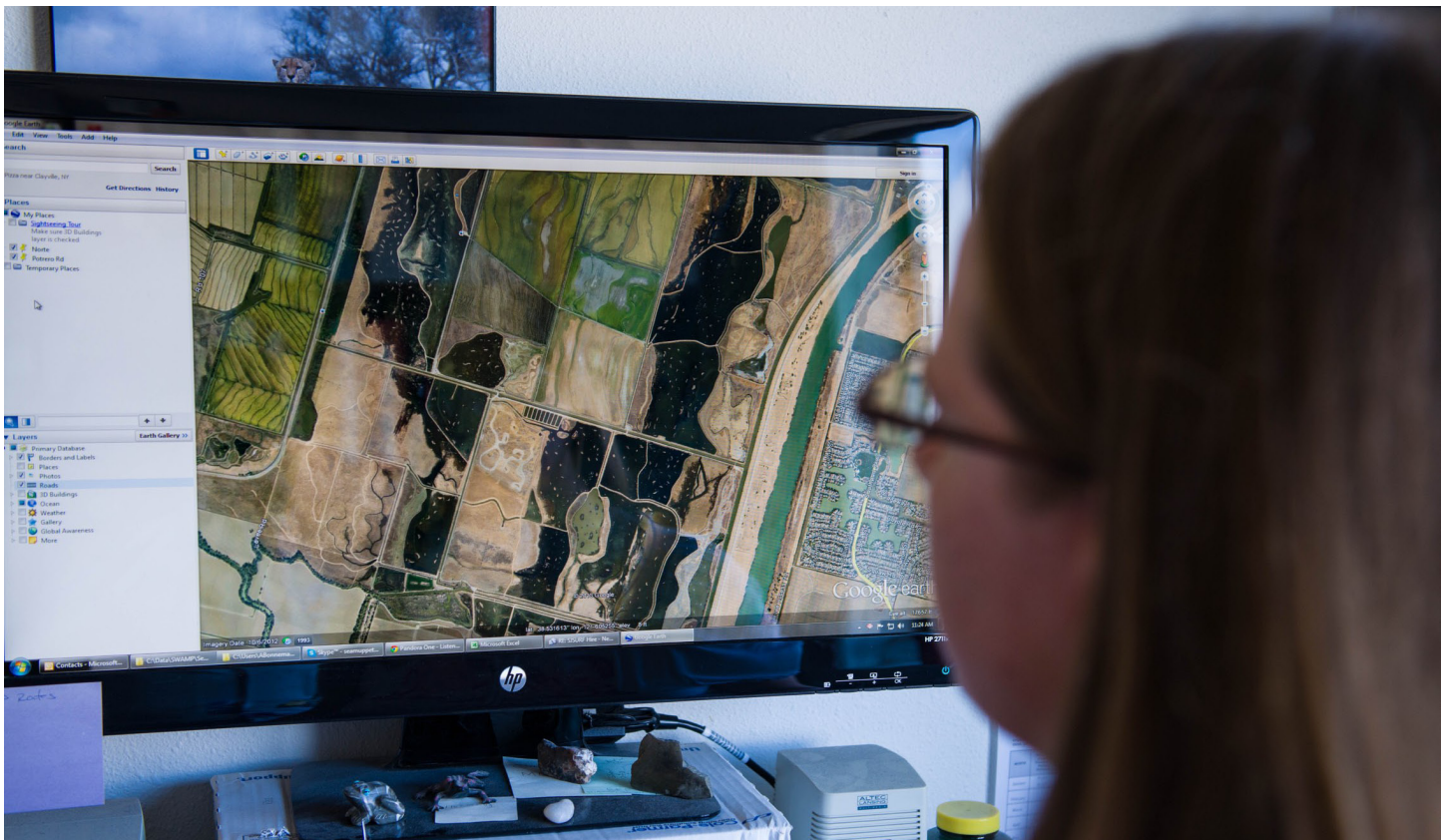
Support Advancement of Activities and Efforts:

- Establish and maintain relationships with similar California State University auxiliaries, the CSU Chancellor's Office, government agencies, foundations, corporations, banks, and professional organizations to further the interests of the SJSURF and the University; and
- Work closely with the SJSU Tower Foundation to maintain productive connections with private foundations and corporations in the area of grants and contracts.

SUPERVISORY RESPONSIBILITIES

The Executive Director is responsible for the overall administration and operation of the SJSURF through a group of senior managers, and specifically supervises:

- Senior Director, Finance and Accounting
- Director, Office of Sponsored Programs
- Senior Director, Human Resources
- Associate Director of Administration





OPPORTUNITIES

The Executive Director position was recently redesigned to highlight the role's highly-valued synergy with the SJSU campus community. The right candidate will have the opportunity to transform an already productive and complex organization into a stronger partner with the university community that together strengthen the relationships, development, and economy of Silicon Valley. Some of the key opportunities for the next Executive Director will be to:

- Participate in the development of a strategic plan and vision for the SJSURF and Board of Directors that is responsive to SJSU's desire to grow the research efforts of the institution and faculty;
- Modernize operational infrastructure to increase efficiency across the organization;
- Enhance SJSURF's internal and external communications in unique and innovative ways;
- Introduce entrepreneurial and innovative approaches for Federal and State grants and collaborative national partnerships to address the decrease in funding and increased competitive environment;
- Assist in building a sustainable SJSURF by diversifying and increasing the number of grants and contracts, and for research development, service learning, and community collaborations through entrepreneurial outreach that takes advantage of SJSU's proximity to the Silicon Valley;
- Support the building of relationships and collaborative initiatives among faculty, departments and external entities. Provide an infrastructure that supports, encourages, and facilitates faculty and student research; and
- Work collaboratively with the SJSU Tower Foundation on a variety of projects and initiatives for private and corporate foundation grants to the SJSURF.



QUALIFICATIONS

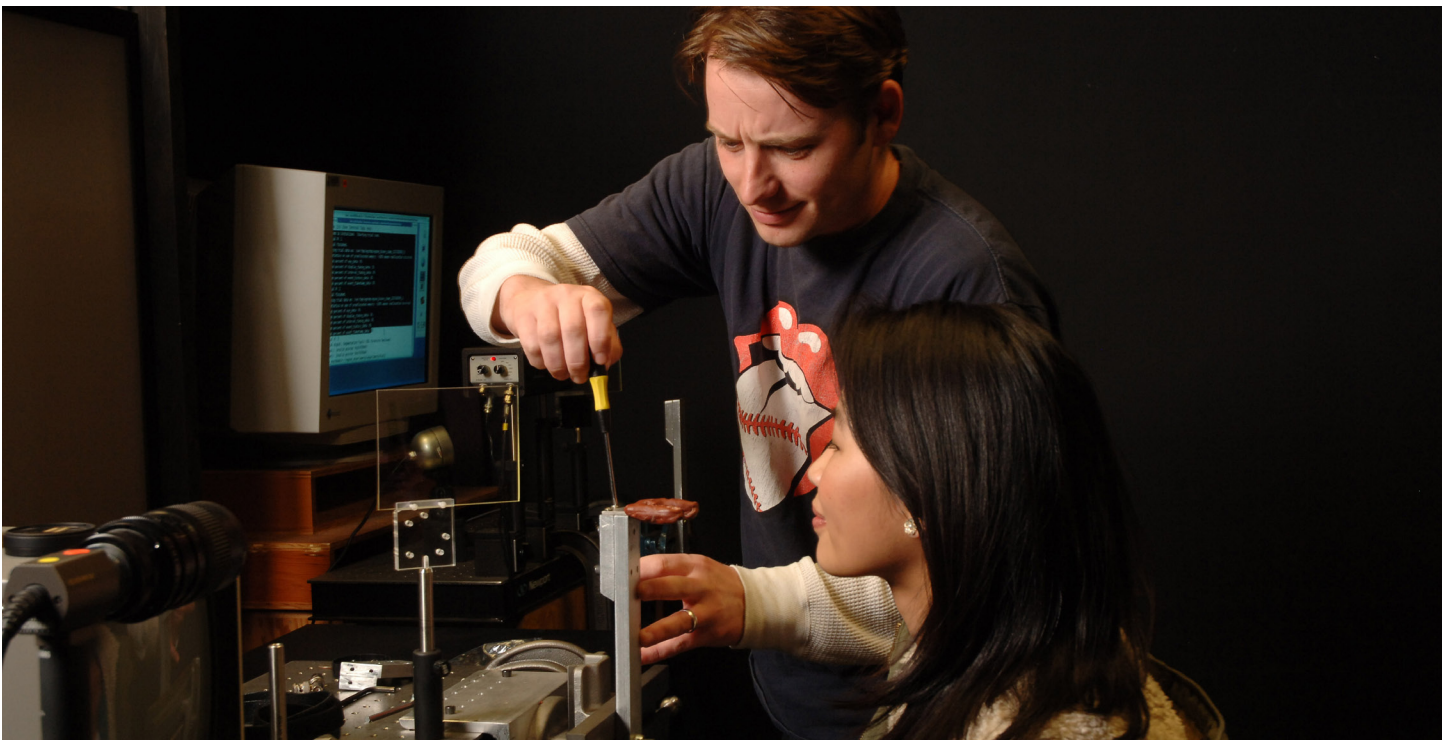
The requirements listed below are representative of the knowledge, skills, and/or ability required. It is the policy of SJSURF to provide reasonable accommodations for qualified persons with disabilities to perform the essential functions. This position requires the ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment. To perform this position successfully, an individual must be able to perform each essential duty satisfactorily.

Education and Experience

- Master's degree required;
- Evidence of successful, ethical leadership;
- Experience in areas such as personnel management, change management, financial management, legal awareness, risk management, negotiations, and technology commercialization;
- Demonstrated strong public speaking, oral, and written communication skills;
- Success working in a culturally-diverse environment; and
- Experience working with governing boards preferred.

Knowledge, Skills, and Abilities Required:

- Knowledge of entrepreneurial, creative and innovative approaches to continuously changing challenges facing non-profit corporations and externally-funded programs and operations;
- General knowledge of the principles of investment management;
- An effective, proactive, and collaborative leadership style;
- Ability to manage organizational and technological change; and
- 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.



APPLICATION PROCEDURES

To ensure full consideration, applications are due by **December 31, 2014** when screening will begin. To be considered, candidates should e-mail, as Microsoft Word or Adobe Acrobat attachments, the following: 1) a cover letter that addresses the position responsibilities and qualifications listed above; 2) a current curriculum vitae; and 3) the contact information for five professional references to SJSUResearch@rherry.com.

FOR FURTHER INFORMATION, PLEASE CONTACT:

DR. TULLISSE 'TONI' MURDOCK, *Senior Consultant*
520 896-2264 or 206 795-7252

DR. JOSEPH FINK, *Senior Consultant*
415 987-6566

MR. PAUL G. DOEG, *Chief Operating Officer*
406 220-2129

or

R. H. PERRY & ASSOCIATES
2607 31st Street, NW
Washington, DC 20008

www.rhperry.com

RHPA POLICY

R. H. Perry & Associates is committed to the highest standards of professionalism in all dealings with candidates, sources, and references. We fully respect the need for confidentiality and assure interested parties that their background and interests will not be discussed without consent of the applicant prior to her or his becoming a candidate.

Foundation employment is separate and distinct from San José State University or State of California employment. The San José State University Research Foundation (SJSURF) is a non-profit auxiliary of San José State University. SJSURF is totally self-supported. The majority of the organization's funding comes from the federal government, and other public and private entities. With annual revenues totaling over \$65 million, programs managed through SJSURF cover a rich diversity of applied research, public services, and educational related activities.

The San José State University Research Foundation is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

Additional information about San José State University Research Foundation can be found at www.sjsurf.org.

