



Position Opening: Executive Director of the Society of Research Administrators International (SRA International)

The Executive Director of SRA International is responsible for the overall management of SRA International operations and reports directly to the Executive Committee of the Board of Directors of the Society.

SRA International is a 501(c)(3) nonprofit corporation founded in 1967 and headquartered in Arlington, VA. SRA International is governed by a Board of Directors, whose 10 members are elected by the membership. The Society has approximately 5,300 members in the fields of research administration at hospitals, institutions of higher education, corporations, nonprofits and government entities. The membership is primarily U.S. based; however, approximately seven percent of the membership is located abroad. The Society currently holds one annual conference each year. A minimum of two regional meetings are also offered, along with chapter meetings, various themed meetings, webinars, newsletters, a journal and other educational opportunities. The Society has a service portfolio that provides peer review of compliance and sponsored research programs and educational workshops around the world. The culture of the Society has always supported member participation in the deliberations that impact the Society's policies, procedures and activities. SRA International is an organization with very active members who thrive on being involved in planning, carrying out and evaluating the Society's endeavors.

SRA International's Vision is to be, "the premier international resource for excellence in research management, administration and development of the profession." The Society's Mission is, "to develop, define and promote international best practices in research management, administration, knowledge transfer and growth of the research enterprise."

Responsibilities and Duties:

The Executive Director's primary purpose is to exemplify the mission, vision and values of the Society and to further the implementation of the strategic plan. A copy of the current plan can be found www.srainternational.org/sites/default/files/documents/SRAI_Strategic_Plan_Executive_Public_Summary_finalb.pdf. The Executive Director serves as the ambassador to other organizations, institutions and members, while possessing the capability and talent to identify new and emerging trends, programming and service opportunities, and coordination of existing programs.

The Executive Director is expected to manage the varied functions of the organization and to encourage and support the involvement of SRA International's diverse membership in achieving the Society's goals and objectives. The successful candidate will be comfortable with shared decision making and the concept of "servant leadership."

The position is responsible for the overall supervision of the staff at headquarters and expected to be in the office when not on travel. The Executive Director is expected to recruit, develop and retain highly qualified employees, and create a productive and positive work environment. The ideal candidate will be a self-starter and able without direction to achieve his or her potential, and consistently demonstrate the leadership that inspires strong staff engagement and commitment to their responsibilities.

The Executive Director is responsible for promoting effective communication among the Society's leaders, members and staff. The successful candidate must possess exemplary oral and written communication skills and be able to interact effectively with people in all roles and at all levels within the Society.

The Executive Director is expected to establish new and maintain existing productive working relationships with representatives of funding agencies, policy groups, and other external organizations to ensure that SRA International participates in, and provides leadership for, events and proceedings that

impact the field of research administration worldwide. The Executive Director will maintain and improve appropriate metrics and evaluation tools to identify membership needs, measure program impacts, and improve services provided to SRA International members.

The Executive Director is responsible for working with the Board of Directors to enhance membership services through strategic partnerships, conferences, educational opportunities, organizational publications, new member recruitment, and leadership development among all of the Society's constituencies. The successful candidate will be expected to identify and promote the use of cutting-edge technology to support the Society's programming, financial, membership and communication efforts.

The Executive Director, in coordination with the Board of Directors, oversees coordination and support of the society's volunteer structures including regions, divisions, committees and strategic task force initiatives.

The Executive Director is expected to have a comprehensive understanding of the fiscal viability of the Society at the macro and micro levels and to work collaboratively with the Society's Treasurer, Chief Operating Officer, and other key staff members to provide timely accounting and reporting for all Society expenditures. The ideal candidate is capable of developing multi-year long-range plans and financial projections as the basis for strategic decisions and meeting long term budget needs.

Qualifications: The ideal candidate for Executive Director will have the following qualifications:

A Master's degree (required) or a higher degree, PhD, JD, etc. (preferred) with at least ten (10) years' experience in research administration or a field that logically interfaces with the profession of research administration. This includes but is not limited to, higher education administration, public administration, health care administration/management, business management, event planning, marketing and communications.

The ideal candidate will have a comprehensive understanding of the field of research administration or be able to articulate specific ways in which their preparation, training and/or work experiences support the Society's expectations for its Executive Director listed above.

Previous experience in management of a small non-profit business, professional association or similar organization comprising a volunteer Board of Directors and heavily involved volunteer membership engagement is essential. Because of SRA International's global footprint, a command of at least one foreign language and knowledge of international research administration is an asset.

The successful candidate will possess strong budgeting and analytical skills. An advanced understanding of financial accounting, planning, projections and forecasting are essential skills, including the ability to interpret accounting and investment statements, balance sheets, income statements and cash flow positions. Must be able to understand and manage organizational budgets and interpret and explain annual reports. The Executive Director must be able to recognize and recommend cost-saving initiatives and investments in programs most likely to succeed to ensure financial stability of the Society.

Travel to attend Board of Directors meetings, membership meetings and national and international conferences will be required. The successful candidate will be a skilled advocate, networker, collaborator, ambassador and negotiator on behalf of the Society at these functions.

The ideal candidate will be service oriented, focused on achieving results, with experience managing complex projects, building teams, supervising and developing employees, and a proven track record of consensus building within a broad range of constituencies.

Other desired qualities are strong planning and organizational skills, the ability to work independently as well as collaboratively, and the ability to work with the Board of Directors to develop creative solutions to complex problems. Training and experience in developing organizational marketing plans and promotional activities is highly desirable.

The Executive Director must be able to represent the Society as a constructive and diplomatic public advocate. Technological literacy and marketing skills are essential. Candidates must have a thorough knowledge of current computer and office automation equipment and software, including proficiency in internet research, MS Office, spreadsheets, and other applicable software packages. Experience in technology platform assessment and implementation is an asset.

This position is full-time at SRA International headquarters office in Arlington, VA.

To apply:

Candidates should submit an up-to-date resume and a cover letter. The cover letter should not exceed three (3) pages and specifically address each of the following items in the order presented:

1. Strengths you would bring to this position. Please describe how your skill set, experiences and training relate to the qualifications required. Provide examples to support your self-evaluation.
- 2a. (If already in the field of research administration): Where do you see the field of research administration heading in the next ten years? Describe three things that you think SRA International should do to prepare for this future.
- 2b. (If not already in the field of research administration): Describe how and where your experiences and training interface with the field of research administration. Describe how being an "outsider" could be an asset in leading SRA International.
3. Describe your management philosophy and give an actual example of how you have implemented this philosophy successfully in a work setting.

Application materials should be submitted to EDsearch@srainternational.org. Review of applications will begin on January 31, 2018. Applications will be accepted until filled.

Final interviews will be conducted at SRA International headquarters office on February 24 and 25, 2018.

SRA International reserves the right to update position description and responsibilities as needed.

SRA International is an Equal Opportunity Employer.