



# *Health Research Alliance*

*Executive Director*

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## *Position Overview*

The Health Research Alliance (HRA), a collaborative member organization of nonprofit research funders committed to maximizing the impact of biomedical research to improve human health, seeks an innovative Executive Director (ED) to lead the organization.

HRA's next Executive Director will serve as a partner to the Board of Directors, providing both the strategic mindset and managerial expertise needed to meet the expanding needs and expectations of member organizations. The ED will oversee operational activities, support and empower staff, consultants, and volunteers, and manage a budget of approximately \$1,000,000. The ED serves as the face and voice of HRA and is responsible for the vision and strategic direction of the organization. The ED bears ultimate responsibility for all activities of the organization including meeting its legal and ethical responsibilities and advancing its mission.

HRA is looking for remote ED, preferably based in Washington, DC, New York City or the Northeast Corridor. This position will require approximately 5-10% travel nationally on behalf of HRA.

## *Key Responsibilities*

### Strategy and Governance

- In conjunction with the Board, develops and advances HRA's vision and mission.
- Represents HRA to external partners and the public to enhance HRA's image, in conjunction with the Board.
- Develops, implements, and evaluates the strategic plan to meet HRA's vision and mission, with support from the Board and the strategic planning committee, and input from the membership.
- Sets priorities, allocates resources, and executes the strategic plan with support from the Board, HRA staff, and volunteer leadership.
- Reports on measurable outcomes from the strategic plan. In conjunction with the Board, periodically evaluates the need for strategic plan updates.
- Actively assists the Board in identifying key emerging issues and implementing future directions as established by the Board.
- Maintains awareness of governance, legal and financial reporting requirements for non-profit organizations and provides guidance to the Board.
- Provides communications to the Board, keeping them informed of key activities as well as on the condition and operations of HRA.
- Develops vision and implementation for programs, activities, and strategies to advance organizational mission in collaboration with HRA staff, and volunteer leadership (including leaders across HRA communities and programs), and relevant stakeholders.

### Membership and Operations

- Directs the operational activities of HRA, ensuring that the organization is capably staffed and effectively organized to meet or exceed established goals.
- Ensures the organization's fiscal health, integrity, and compliance with applicable laws.
- Develops, implements, and effectively manages HRA's annual budget and work plan.

- Leads and develops an effective HRA team including staff, interns, external consultants, contractors, member volunteers, and other parties to achieve HRA's mission.
- Cultivates collaboration and fosters a culture of integrity, teamwork, transparency, and results, to ensure staff, interns and volunteers are engaged and functioning at an efficient, effective, and progressive level.
- Maintains an understanding of legal issues in the management of nonprofit organizations and ensures legal compliance and appropriate risk management.
- Focuses on membership recruitment, retention, and engagement by strengthening HRA's relevance for members, improving communication, building enthusiasm, enhancing members resources, and building connections between member organizations.
- Forges connections and builds internal and external community around the vision for HRA's engagement with and impact on the nonprofit research funders' sector.
- Diversifies revenue streams through grants, in-kind support, and other avenues, offering innovative solutions for additional revenue generation and maintaining the long-term sustainability of HRA.

### Education and Programming

- Drives institutional learning programs designed to increase member organizations' effectiveness and best practices.
- Develops, implements, markets and evaluates other products, programs, and services to increase member satisfaction and diversify revenue streams, while maximizing operational efficiencies, with a focus on meeting deadlines and exceeding expectations.
- Fosters collaboration in the Learning Communities and listservs to create timely member resources like tool kits, templates, and guidelines.
- Plans and develops biannual HRA Member Meetings and other convenings in conjunction with Learning Communities.
- Is responsive to trends in the biomedical research space and member needs by supporting new or evolving Learning Communities and resources to ensure improvements in the research process; leverage diverse ideas and experiences; be open inclusive and accessible; and increase the public's respect for science.
- Collaborates with HRA members to support and increase DEI efforts utilizing the efforts of the DEI Learning Community, the Bias Training Working Group, and the Inclusive Grantmaking Initiative.

### *Required Leadership Competencies*

- *Translates Strategy to Measurable Operational Goals:* Translates organizational priorities into outcomes and key results with achievable and measurable project goals for HRA and HRA's various communities. Ensures efficient and effective use of allocated resources to meet goals. Empowers and enables staff, and all other team members to execute individual and team goals and deliver value to the membership. Helps define clear deliverables for communities, activities or programs, and monitors and reports against progress. Remains accountable for the full work of the organization.
- *Leverages Functional Expertise:* Leverages knowledge of biomedical research sector and nonprofit funder issues to shape operational decisions and project plans. Identifies ways to improve processes and procedures within the organization. Tracks latest practices and

innovations to bring forth ways these could improve processes and/or strategies within the organization.

- *Drives Change*: Utilizes personal and members' experiences and knowledge-base, plus participation in broader dialogues and collaborations, to engage stakeholders in shaping and implementing solutions. Identifies challenges and systemic barriers to change and engages in dialogue and forging relationships across sectors to move change forward.
- *Collaborates Internally & Externally*: Actively supports collaboration within and between communities, programs, and organizations, and with key stakeholders. Models positive collaboration and conflict resolution with a focus on mission and benefiting the research enterprise.
- *Communicates Effectively*: Effectively communicates project and operating priorities to key stakeholder audiences that include staff, Board, HRA members, and other audiences. Communicates clearly and effectively through verbal and written communication across individual, small group and large audience settings. Is receptive to feedback on messaging and delivery of communications, and actively pursues continual refinement and improvement of communication.

## *Qualifications and Experience*

- Transparent and high integrity leadership.
- A proven relationship builder with a strong track record of collaborative success.
- Strong communication skills including but not limited to verbal, written, public speaking, and listening with the ability to communicate complex concepts and issues.
- A proven team builder with a staff management style that fosters an open, collaborative, and inclusive work environment in which all team members can succeed.
- Experience in developing the strategy that drives an organization's membership engagement, including focusing on ensuring that the members see value in an organization.
- Experience in the biomedical research ecosystem.
- Non-profit/association leadership experience preferred.
- Knowledge of finance, budgeting, marketing, and not-for-profit governance.

## *Measures of Success*

Specifics regarding measures of success, including metrics, will ultimately be agreed upon by the ED and the Board, but at the end of the ED's first year, they should expect the following:

- Gain understanding of HRA, and its position within the biomedical funder sector.
- Review and engage the Board on current strategic plan and objectives.
- Establish relationships with the Board, key stakeholders, sponsors, and member organizations.
- Ensure a smooth transition of leadership and continue to keep the HRA vibrant, financially sound and evolving.

## *Organizational Overview*

The Health Research Alliance, a collaborative member organization of nonprofit research funders, is committed to maximizing the impact of biomedical research to improve human health. Representing over 100 nonprofit funders having invested nearly \$21.2 billion in biomedical research and training, HRA advances its work by:

Fostering open communication and collaboration among and between funders and the broader research community.

- Collecting and sharing comprehensive data and analysis about nonprofit funding for biomedical research and training.
- Providing leadership, knowledge, tools, and opportunities to promote innovative and effective grantmaking.
- Addressing issues key to accelerating research discovery and its translation.
- HRA members have a shared interest in speeding the translation of biomedical science into applications that improve health, and in identifying and adopting effective practices in funding health research.

HRA was incorporated in November 2005 and is tax exempt under section 501(c)(3) of the Internal Revenue Code as a 509(a)(2) public charity.

## *Web Presence*

Web: <https://www.healthra.org>

## *Compensation*

The salary range for the role is between \$200,000 and \$225,000.

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Vetted Solutions is an executive search firm focused on serving the Board, CEO and senior staff recruitment needs of purpose driven organizations.

For confidential consideration, please contact Catherine Lux Fry, Senior Associate, or Jim Zaniello, President & CEO, via [HRAEDSearch@vettedolutions.com](mailto:HRAEDSearch@vettedolutions.com) or call +1 202 544 4749.

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