In an environment of unprecedented system-wide growth, Cedars-Sinai Medical Center is conducting a national search for Vice President, Research. This successful candidate holds a key leadership role as chief administrative official of our Burns and Allen Research Institute. Primary responsibilities include leading the development and implementation for innovative strategic and operating plans for the research and scientific enterprise. In this capacity, the Vice President interacts with senior level colleagues in research and medicine to lead, plan and monitor scientific and financial performance, and oversee the regulatory compliance of all Institute research.

**MAJOR RESPONSIBILITIES**

Working closely with the Senior Vice President of Academic Affairs and other senior leaders, including the Vice-Dean for Research, the Vice President contributes importantly to the identification of strategic targets of opportunity for new research endeavors. Historically, Cedars Sinai has provided a rich environment for entrepreneurial scientists to follow their own research interests. Continuing this approach while prioritizing system investments requires a “portfolio management” approach. Careful analysis of opportunities based on scientific readiness and translational potential must support an increasingly strategic approach to funding decisions. Through collaboration with health system business planning and clinical leaders, the Vice President of Research will ensure that the research potential inherent in specific program growth and professional recruitments are well considered in all major institutional investments through careful business case analysis.

In addition to providing input into expansion of the professional/investigator complement at Cedars Sinai, the Vice President plays a key role in facilitating and catalyzing new interdisciplinary initiatives by planning joint program initiatives among different disciplines that are identified as targets of opportunity both within the medical center and with outside partners.

The Vice President oversees the Institute’s administrative entity, its physical facilities, its scientific core facilities, its grant accounting and contract services teams, its research compliance division and comparative medicine and support services divisions, involving approximately 150 professional and support staff. The Vice President is responsible for research space planning, development and utilization and will continually work to ensure that the facility and complex physical infrastructure including wet and dry labs, offices, vivarium, and scientific core facilities is sufficient to support important growth initiatives and to facilitate the success of existing investigators. While the existing three main dedicated research buildings (approximately 400,000 square feet) represent important assets to the Institute, it is anticipated that growth will continually place new research space demands on the organization. There are ongoing needs for maintaining and enhancing the research informatics and IT infrastructure available for cutting-edge research.

The VP also has dotted line reporting oversight of the Medical Center’s academic department and research institute directors responsible for research administration. Close tracking of the field to ensure that the Institute continues to meet “best practice” standards will be central to the Vice President’s role in upholding and elevating the Institute’s growing reputation as a major contributor in the field.

Continual improvement in the timeliness and performance of the review and approval process through the Institutional Review Board (IRB)/Institutional Animal Care and Use Committee (IACUC), along with radiological, biosafety, clinical research billing and necessary HIPAA compliance will be a high priority.

The Vice President will work closely with Finance to assure conformity to policies, procedures and controls for all research and academic accounts, including over $120M from external research sponsors, and will prepare regular financial reports for management, sponsors, and faculty.

In addition to the oversight of industry research contracting (including MTA and CDA), another administrative responsibility of the Vice President is to work in close conjunction with the Vice President of Technology Transfer and the Deputy General Counsel to support the Technology Transfer function, including both discovery and disclosure processes.

**EDUCATION/EXPERIENCE REQUIREMENTS**

The successful candidate must bring:

- Strong basic and clinical research administration skills and experience, with at least ten years of senior level research administrative experience, including proven experience supporting all major functions, from strategic planning and infrastructure support to finance and budgeting, personnel management, grant and fund accounting, human and pre-clinical compliance.
- Extensive experience with the interpretation and application of state and federal regulations relative to research and academic issues as well as experience with non-government and industry sponsors.
- Extensive experience working productively with faculty and researchers in an academic environment.
- Ability to see the big picture with strong communication and political skills (oral and written), an ability to inspire and mentor staff, facilitate inter-team collaboration, and translate strategic goals into successful outcomes.
- An advanced degree in a scientific discipline, law, or business strongly preferred.

Qualified candidates should send their CV’s and a cover letter to: Academic.Recruiting@cshs.org

Cedars-Sinai Medical Center seeks to find, develop and retain the best faculty and staff. We promote excellence through diversity and encourage all qualified applicants to apply. We are an equal opportunity/affirmative action employer M/F/Vets/Disabled