Recognized as one of the top 10 research universities worldwide, a culture of collaboration sparks discoveries that advance society and drive economic impact. Best practices, best people at the best place to work! Our team is looking to add an extremely creative individual as the new Executive Officer. If you are a strategic leader with an innovative mind, we want you!

DESCRIPTION

In 2019, businessman and philanthropist T. Denny Sanford committed $100 million towards the creation of the T. Denny Sanford Institute for Empathy and Compassion at UC San Diego. This gift establishes a virtual institute to study the neurobiological basis of empathy and compassion, and implement training models for physician education (medical students through practicing physicians) to effectively teach the practice of compassion for self and others. With the establishment of the Institute, investments will be made towards expanding subject matter expertise through key professorships, seed funding for research and collaborative projects, and appointment of research fellows and scholars. Additional activities include the establishment of an annual international conference, integration of new methods into the medical school curriculum, enhancing the Student-Run Free Clinic and establishment of various centers.

The Executive Officer serves as the Institute's administrator and principal advisor to the faculty Director, implements the objectives of the Institute, and is the financial steward for ensuring that the requirements outlined in the donor intent of the gift are achieved. The majority of the gift spend will occur between FY2020-FY2024.

The Executive Officer is a senior leader who serves as the Institute's administrator and the principal adviser to the faculty Director and Vice Chancellor for Health Sciences on matters related to T. Denny Sanford Institute of Empathy and Compassion. Incumbent will manage the implementation, operations and resources of the T. Denny Sanford Institute for Empathy and Compassion with a dual reporting line to the Health Sciences Financial Officer for financial resource management and faculty Director for the strategic development, operational and programmatic growth of the Institute. By combining understanding of University financial structures, grant budgets, training and curriculum development, research, and event planning, the incumbent will also be responsible and accountable for the operation and performance of the Institute including daily management and leadership of the financial and administrative activities of the Institute.

With a high degree of autonomy, key areas managed will be finance and accounting, contract and grant administration, research projects, program development and implementation; human resources (academic and staff), training and curriculum development; space/facilities; academic recruitment; conference planning. The position will independently oversee and manage all financial resources and administrative operations of the Institute including its administrative infrastructure, and related activities, including programs, grants, university funds, and philanthropy with an annual operating budget of $25-30M. Oversee overall spend of $155M ($100M-gift, $55M-University contribution) and determine strategy and approach for sustaining program operations as appropriate. Majority of funds will be expended over the span of 5 years with investments in key professorships over a span of 10 years. The position will partner closely with the Health Sciences finance team on financial strategies.

This is a key managerial position responsible for being the administrative partner in advancing the study of empathy and compassion by the Institute. In partnership with key stakeholders, the Administrative Officer will direct the implementation of collaborative research projects, integration of new methods into the Medical School curriculum, Center for Empathic Practice of Medical and Technological Innovation and Center for Mentorship and Communication in Medicine.
Incumbent provides strategic leadership to identify, plan and grow the Institute which requires the incumbent to create business plans, budgets, reporting, and other tools to foster collaboration across the University. Provide administrative leadership in the development of policies, procedures and strategies. Partner with senior leadership and program leads on management and overall administrative direction of center programs including strategic planning, development of objectives, organization, allocation of resources, training, and development and supervision of personnel. The incumbent will serve as liaison between scientific investigators, University and Health Sciences executive leadership, University administration and collaborators.

Manages a professional staff involved in development of organizational policies. Assumes accountability for decisions made by subordinates. Performs long and short term planning for function. Erroneous decisions or failure to achieve goals results in additional costs and personnel, and serious delays in overall schedules.

**MINIMUM QUALIFICATIONS**

- Bachelor’s degree in related area, or equivalent combination of experience/training.
- Eight or more years of relevant experience.
- Broad knowledge of the legal constraints and opportunities for higher education in the State of California and through Federal programs and regulations.
- Broad knowledge of the organizational environment of higher education and large research universities to understand client priorities, issues, motivations and constraints. Demonstrated knowledge of the applicable UC policies and procedures governing academic and staff personnel, accounting, contracts and grants, purchasing, equipment and space inventory, administrative computing, and other areas related to the responsibilities of the position or demonstrated administrative experience in an academic/research organization.
- Broad knowledge of organizational processes, protocols and procedures.
- Demonstrated consulting, relationship building and strategic thinking skills. Very strong ability to quickly evaluate complex issues and identify multiple options for resolution. Proven skill in analyzing complex issues or problems, formulating and implementing creative and appropriate solutions having evaluated all risks and consequences. Strong organization, negotiation, and decision making skills with expertise in clarifying and resolving conflict situations.
- Proven ability to establish mission and goals at the macro-level; to lead staff to develop goals in alignment with mission. Demonstrated knowledge of management theories and techniques, demonstrated managerial skills; effective supervision skills, including the leadership ability to establish and maintain positive and productive goal-oriented working relationships and to facilitate a quality team and public service environment. Excellent supervisory skills to organize workload, delegate responsibilities, recruit, interview, select, train, evaluate and perform corrective action/discipline staff; knowledge of University personnel policies and procedures.
- Proven leadership abilities to establish department goals, and motivate and influence others to achieve. Excellent ability to establish metrics for department and employee goals. Ability to prioritize multiple priorities and deadlines.
- Broad knowledge of financial analysis and reporting techniques; human resources and risk management planning; accounting and payroll. Proven ability to project budget costs, coordinate multiple projects, adapt programmatic objectives to changes in resources and establish priorities as affected by budgetary issues.
- Excellent project management skills with ability to manage multiple multi-year projects.
- Thorough knowledge of common organization-specific and other computer application programs. Demonstrated skill in using personal computers and a wide variety of software packages for word-processing, spreadsheets, database processing, presentations, web and publication design, and calendaring (e.g. Microsoft Office suite, Adobe suite, etc.). Knowledge of e-mail systems as a primary form of communication; accomplished skill at navigating the Internet for information retrieval.
- Control of standard English in written and spoken form. Demonstrated ability to communicate effectively in writing, electronically, and by spoken word with a variety of people from vendors to faculty.
- Excellent skills to work collaboratively and act persuasively in sensitive situations; skills in conflict management techniques. Experience with crisis situations and proven ability to facilitate and resolve interpersonal conflicts.
• Excellent interpersonal skills to effectively lead, motivate and influence others and to develop and maintain high standards of customer service. Proven, strong leadership and supervisory skills with the ability to act within UC personnel policies and in the best interests of the employee, unit, and the University.
• Proven ability to function effectively under pressure and cope with a variety of personalities. Skill in working as part of a team, collaborating with colleagues and faculty, and ability to establish and maintain cooperative working relationships.
• Experience in large scale event/ conference planning.
• Experience in academic medical center environment with understanding of the integration of teaching, patient care and research missions. Experience with programmatic development across these areas.
• Demonstrated experience with standing up an institute, program, or operation. Ability to convert conceptual frameworks into operational plans and implement according to intent. Demonstrated experience with developing short- and long-term plans to ensure sustainability.

PREFERRED QUALIFICATIONS
• Advanced degree in relevant area.
• Knowledge of extramural contract and grant requirements and regulations for sponsored research, and university policies and procedures governing the administration of federal and non-federal contracts and grants.
• Experience in training and curriculum development and coordination.

SPECIAL CONDITIONS
• Employment is subject to a criminal background check and pre-employment physical.
• Must have the ability to travel to off-site locations.

Our employees enjoy competitive compensation packages and educational opportunities in a diverse, stimulating workforce.

This position is eligible for full benefits first day of hire:
a) Health/Dental/Vision Insurance.
b) Vacation/holidays (18 vacation days & 13 paid holidays a year).
c) Work/Life Balance.
d) UC Retirement Plan.

For more information about UCSD Benefits please visit https://blink.ucsd.edu/HR/benefits/index.html and UCSD Work/Life visit https://blink.ucsd.edu/HR/benefits/work-life/quality-index/index.html.

APPLY ONLINE:
http://50.73.55.13/counter.php?id=166957

UC San Diego Health is the only academic health system in the San Diego region, providing leading-edge care in patient care, biomedical research, education, and community service. Our facilities include two university hospitals, a National Cancer Institute-designated Comprehensive Cancer Center, Shiley Eye Institute, Sulpizio Cardiovascular Center, and several outpatient clinics. UC San Diego Medical Center in Hillcrest is a designated Level I Trauma Center and has the only Burn Center in the county. We invite you to join our dynamic team!

Applications/Resumes are accepted for current job openings only. For full consideration on any job, applications must be received prior to the initial closing date. If a job has an extended deadline, applications/resumes will be considered during the extension period; however, a job may be filled before the extended date is reached.

UC San Diego Health is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability,
age, protected veteran status, gender identity or sexual orientation. For the complete University of California nondiscrimination and affirmative action policy see: http://www-hr.ucsd.edu/saa/nondiscr.html