

## **Executive Director, Los Angeles Basin Clinical and Translational Science Institute**

The University of Southern California has created an exciting new institute, the Los Angeles Basin Clinical and Translational Science Institute (CTSI), to make and translate scientific discoveries that improve health, in particular for people living in urban environments. The CTSI is a partnership among leading academic, clinical care and community health organizations in the heart of Los Angeles. We are seeking a dynamic and experienced Executive Director to join the leadership team overseeing the development and implementation of the Institute.

Applicants should have significant experience in executive management of interdisciplinary programs in biomedical and/or health research. The successful candidate will have strong leadership, organizational, interpersonal and business skills that will be required to achieve the CTSI's vision of better health through translational research. This is an outstanding opportunity for a talented, motivated and results-oriented individual who can provide the mix of inspiring leadership and sound management that will be required for our success.

### **Principal Duties**

The Executive Director will be the senior staff leader of the CTSI, reporting to the Institute Director, a senior faculty member at USC. The Executive Director will oversee daily operations of the Institute and its approximately 80 employees. The Executive Director will work closely with the faculty leadership of the CTSI to:

- Develop annual plans that achieve the research and financial goals of the Institute; Insure effective implementation within allocated budget guidelines
- Oversee institute staff of ~80 individuals, including direct reports from 8-10 staff leaders of the major components of the Institute
- Develop strategies and tactics to promote the Institute across USC, with our local CTSI partner institutions, in the local community and nationally. This will include, but is not limited to, developing and implementing marketing strategies to maintain high visibility and usefulness of the resources of the CTSI
- Participate in development of strategies and tactics for fundraising from public and private sources to support expansion of the Institute, its resources and productivity
- Participate in evaluation and ongoing quality improvement of the Institute

### **Requirements (Experience, Education and Skills):**

- Graduate or professional degree, preferably with emphasis on business and/or finance. Individuals with primary degrees in other areas must have training in business and/or financial management.

- Significant experience in executive management of biomedical and/or health research organization(s) of 50 or more people, with demonstrated ability to achieve the vision and goals of the organization(s) while maintaining sound financial management. Success in administering federally funded research programs in an academic setting is highly desirable. Additional success in either private sector or non-profit health organization(s) would be considered a plus.
- Track record of successful team building and successful development and oversight of new projects and programs
- Strong communication skills, including verbal communication and presentation skills, effective writing (success in protocol or grant writing a plus), and mastery of modern communication technologies
- Results-oriented, energetic, and agile; flexible schedule; willing to undertake local travel and small amount of regional/national travel

The CTSI is part of USC, the largest private employer in the City of Los Angeles. As an employee of USC, you will be a part of a world-class research university and a member of the "Trojan Family," which is comprised of the faculty, students and staff that make the university what it is. The CTSI will be housed primarily on USC's Health Sciences Campus located near the heart of downtown LA.

**Individuals interested in applying for this position should apply online at**

[:jobs.usc.edu/applicants/Central?quickFind=56715](https://jobs.usc.edu/applicants/Central?quickFind=56715). Sorry, no phone calls please.

USC is an equal opportunity employer.