



Job Title	Chief Operating Officer (COO)
PVN ID	RF-2403-006193
Category	Managerial and Professional
Location	RESEARCH FOUNDATION OF C.U.N.Y.
Department	Office of the President
Status	Full Time
Annual Salary	\$195,000.00 - \$230,000.00
Hour(s) a Week	35
Closing Date	May 18, 2024 (Or Until Filled)

General Description

The Research Foundation of CUNY is seeking a seasoned organizational leader and exceptional manager to serve as Chief Operating Officer (COO). Serving at the pleasure of the President, the COO is a member of the chief executive team, working closely with other senior-level leaders across the organization. The COO has oversight over Grants and Contracts, Procurements and Payables, Customer Service and Development and Administrative Services. The COO also oversees the management of LLC for the building in which the Foundation and other CUNY facilities are located.

Other Duties

- Oversight responsibility for the Grants and Contract Department including all contracts and grant agreements, business and vendor contracts, subcontracts, and federal agreements.
- Provide leadership and direction over the Procurements & Payables department responsible for payment of all goods and services needed by principal investigators to carry out sponsored research awards.
- Ensures compliance with federal procurement standards and uniform guidelines for all federally funded awards and contracts.
- Oversees management of 230 West 41st Street physical facilities and assets; including negotiations and rental of building facilities.
- Provides leadership and manages staff to ensure departments and work teams are staffed and functioning properly to meet Foundation tasks and workloads.
- Review of legal documents and terms of service, as necessary, and in consultation with the Legal Affairs Department.
- Develop and recommend administrative and operating policies for the prudent and effective management of the organization and its work.
- Responsible for ensuring policies are relevant and up to date and that appropriate risk assessment and oversight mechanisms are in place to ensure full compliance of Foundation-supported activities within

governmental regulations and sponsor requirements are present and effective.

- Partner with the President and executive team in effective management of the Board, including providing direct staff support, planning for, and participating in regular Board and committee meetings.
- As senior lead of RF operations, model the highest standards of professional ethics and stay current in the different fields of responsibility.
- Take the lead in preparing regular data reports on the key functions, outputs, and outcomes of the organization.
- Manage relations between RFCUNY and campus-based leadership, staff, and representatives.
- Participate in auditing various workplace processes and implementing new strategies to improve efficiency and communication across respective departments.
- Support the work of other RF divisions by communicating effectively with other leaders and staff inside and outside the organization.
- Actively participate in the development of RFCUNY and LLC budget proposals and new initiatives.
- Identify, select, and work with consultants to supplement RFCUNY expertise.

Qualifications

Master's degree in an area related to finance and administration (M.B.A., M.P.A.) is preferred. Applications are welcome from candidates without an advanced degree who possess demonstrated high-level, relevant managerial experience. 10+ years of professional experience and increased responsibilities in a fast-paced and growing non-profit environment. Broad experience in grant and contract preparation, implementation, and management (both pre- and post-award) is required.

The following experience is also highly desirable: Progressively increasing responsibility in academic and/or sponsored program administration and/or hospital or other large not-for-profit operation; demonstrated experience working collaboratively to lead the integration of a complex organization utilizing best practices in management to ensure shared success; a strategic thinker who understands how operations support the broader mission of the organization; familiarity with CUNY, a demonstrated commitment to the academic mission and service to faculty; experience as a full-time faculty member as well as an academic administrator strongly preferred; strong staff management experience required, with the ability and interest to work closely with staff members to set and achieve individual and team goals; outstanding analytical and strategic thinking skills with a focus on results and impact; ability to communicate effectively and earn and maintain the trust of constituencies that work with and are affected by the Research Foundation; a sense of humor and the ability to inspire others; decisiveness and humility; and significant experience implementing and maintaining a strong client/customer service orientation in a large, complex organization.