

# Executive Director People-Centered Research Foundation

## Foundation overview

The People-Centered Research Foundation (the “Foundation”, see [pcrfoundation.org](http://pcrfoundation.org)) is a new non-profit organization that exists to improve the health and healthcare of people by stimulating and supporting research that is done efficiently (lower costs or shorter time than conventional clinical research). The Foundation builds on the successes of PCORnet ([pcornet.org](http://pcornet.org)), which includes a consortium of 33 research networks that collaborate to conduct research that matters to patients, their clinicians, and health systems. PCORnet was launched with substantial financial investment from the Patient Centered Outcomes Research Institute (PCORI). Since its inception in 2014, PCORnet has launched more than 20 studies and has more than 70 publications in scientific journals. With anticipation of PCORI funding declining, the Foundation was established to sustain and grow people-centered clinical research as a national research system to be used by all.

Reporting to the Foundation’s Board of Directors, the Executive Director is responsible for the effective, efficient, and coordinated operations of the Foundation.

## Primary objectives of Foundation for 2017:

- **Program Office:** establish the Foundation’s Program Office, including executing contracts for funding, contracting with vendors, hiring of staff, and developing processes and procedures for operational and financial management of infrastructure that supports a network-based model of research.
- **Governance:** transition from the current PCORnet governance framework to a functional and sustainable structure managed by the Foundation’s Program Office and overseen by its Board.
- **Research:** develop and implement a strategic business development plan that secures a diverse and balanced portfolio of research funded by government, industry, foundations, and other sources to enable participating networks to both lead and participate in mission-aligned, people-centered research.
- **Engagement:** meaningfully engage people, including both patients and clinicians, in all aspects of research and to establish formal mechanisms for supporting and enabling genuine people-led science and research thereby facilitating learning health systems.
- **Data Network:** establish a system of oversight and strategic development for the Foundation’s data network to expand the volume and quality of standardized data in the Common Data Model and support data linkages between people-centered communities and learning health systems.

### **Position Overview**

The Executive Director will be responsible for ensuring the successful transition from the current status (PCORnet) to a sustainable, mission-driven, independent entity with a functional governance and operating structure, and a budget based on diverse funding sources. The ED will collaborate closely with PCORnet, participating networks, and institutions that are members of the Foundation's Consortium and Board. The Executive Director will also be responsible for overseeing a strategic planning process and for ensuring the Foundation is meeting its key programmatic and financial goals.

The Executive Director should have significant experience in planning and implementing operations and infrastructure of a complex research enterprise, leading an organization based on a network business model, and obtaining research funding. The Executive Director should be capable of functioning at a high level of independent judgment and decision-making and achieving consensus with diverse funders, awardees, and other stakeholders. The Executive Director should excel operating in a rapidly evolving and uncertain environment and demonstrate the ability to execute with a sense of urgency that inspires both staff and volunteers. This position offers excellent opportunity to contribute to a new paradigm for evidence generation and change the course of clinical research in the United States. The position may offer room for additional responsibility over time, including possible seat on the Board.

### **Objectives and Responsibilities**

#### **Leadership**

- Provides visionary leadership in building a vital community of participants with a transformative culture that includes all stakeholders (patients, participants, clinicians, researchers, health system administrators) in novel collaborations.
- Ensures successful transition from current status to an independent entity in close collaboration with key stakeholders.
- Establishes and maintains effective interactions between PCORI, PCORnet, and the Foundation Board.
- Ensures timely decision-making in all key activities for the Foundation and oversees and monitors day-to-day delivery of services.

#### **Foundation governance**

- Supports the Board of Directors in developing the membership criteria for participating networks, and ensures members are optimally engaged and contributing effectively and efficiently.
- Documents and supports the required transition plans, protocols, and governing procedures to ensure a seamless transition from current governance to new, independent entity.
- Works closely with legal counsel to support the Foundation.

#### **Program Planning**

- Responsible for the Foundation's strategic planning process and for ensuring key operational and financial goals and milestones are established.
- Responsible for budget and planning and reporting to PCORI, other funders as they come on board, and the Board of Directors.
- Responsible for incorporating input from key stakeholders into strategic planning.

### **Operational Activities**

- Responsible for overseeing execution of operational plans in accordance with established goals and milestones.
- Responsible for establishing and documenting standard operating procedures and protocols.
- Communicates operational progress and updates to key stakeholders and solicits feedback on a regular basis.
- Ensures appropriate approvals are obtained by Board of Directors and other key stakeholders.
- Ensures stable and secure data platform.
- Identifies and leads activities to promote efficiency in research activities.

### **External Relations and Business Development**

- In close collaboration with the Foundation's Consortium, helps establish key relationships with external funders to ensure diverse funding sources.
- Establishes key relationships with critical federal partners such as FDA and NIH.
- Hires business development personnel to ensure funding pipeline for the Foundation.
- Oversees market analyses of emerging trends in network business models, health care delivery and data science.

### **Financial Management**

- Oversees financial management and reporting of all funds received and expended by the Foundation and ensures prudent stewardship of funds and transparency to Foundation stakeholders.
- Responsible for funding and expense projections and for presenting regular financial reports to the Board of Directors.
- Manages and operates within the parameters of a board approved budget and ensures compliance with 501 (c) (3) requirements, generally accepted accounting principles, and requirements related to federal contracting and sponsored research.

### **Human Resources**

- Establishes lean Program Office by the end of 2017 for the Foundation as PCORnet transitions from PCORI to an independent entity.
- Builds a responsive and engaged team.
- Responsible for hiring and training of new staff.
- Establishes clear roles and responsibilities for all parties including the Governance Board.

### **Reporting Relationship**

- Reports to the Chair of the Board of Directors.

**Qualified and interested candidates should submit a letter of interest and resume/CV to [info@pcrfoundation.org](mailto:info@pcrfoundation.org).**