

**Director of Operations, Compliance and Strategy**

**Job Description**

At DMU you will make a meaningful contribution to the dynamic future of Medicine and Health Sciences. DMU is seeking a Director of Operations, Compliance, and Strategy. This role will work with the Executive Director of Research, the Research team, and the Faculty Leadership Team to plan and manage DMU's research enterprise. The Director will design and implement various programs, oversee the daily operations, compliance, and finances, and ensure the quality and sustainability of the research activities that align with DMU's mission. The Director will supervise and mentor staff members, foster a positive, inclusive, impactful culture, and collaborate with the DMU's diverse research community. Reporting directly to the Executive Director of Research and working closely with other staff, the Director of Operations, Compliance, and Strategy will support the Faculty Leadership team, serving as Research Operations leader and compliance officer for all the daily operations and programs.

**Essential Duties and Responsibilities:**

Operational Leadership:

* As directed by the Executive Director of Research, accountable for overseeing the strategic planning and operational management of research laboratory activities within the DMU research enterprise. This includes coordination and supervision of institutional laboratory operations across scientific core facilities, such as the Research Laboratory Operations unit and animal Care Facility, and initiatives related to center development, Technology Transfer, and Business Development.
* Support and lead projects related to new center development, research space allocation, renovation, and informatics. Monitor and ensure adherence to project timelines for lab space-related projects.
* Manage the complexities of faculty on-boarding/off-boarding activities related to space, equipment, start-up funds, and other variables within the Research enterprise.

Financial Management and Grant Support:

* Develop and execute strategic plans for research operations, finance, and overall strategy.
* Align budgetary decisions with strategic objectives to drive the Research enterprise's success.
* Increase and lead grant writing efforts and work with Grants specialists to collaborate with sponsors to support the center's mission and projects. Identify, secure, and negotiate funding opportunities to sustain center operations, infrastructure, and training.

Resource Management and Performance:

* Develop, report, and assess key performance indicators (KPIs) to optimize team performance and resource allocation. Responsible for managing Research team member portfolios and maintaining a balance. Monitor project timelines, faculty transitions, and continuous improvement metrics.

Research Governance and Administration:

* Establish a research governance framework encompassing regulations, principles, and best practices to ensure research quality and excellence. Implement administrative goals, policies, procedures, and work standards for service areas.

Community Engagement:

* Work closely with the Executive Director of Research to develop and maintain the community advisory board, ensuring community partner voices are represented. Seek input from both community and university leaders to enhance the Research enterprise's impact.
* Represent the team at various meetings and conferences: present accomplishments and information about the DMU research enterprise's mission, research, training, and products.
* Performs other duties as assigned.

Compliance Management:

* Regulatory Compliance Oversight: Ensure adherence to federal, state, and local regulations governing research activities, including IRB, IACUC, HIPAA, FERPA, and FDA regulations.
* Policy Development and Implementation: Develop, implement, and maintain policies and procedures to ensure compliance with regulatory requirements and ethical standards in research activities.
* Training and Education Delivery: Develop and deliver comprehensive training programs on regulatory compliance and ethical conduct of research for faculty, staff, and students.
* Internal Audits and Monitoring: Conduct internal audits and monitoring activities to assess compliance with regulatory requirements and identify areas for improvement.
* Risk Assessment and Mitigation: Perform risk assessments and develop strategies to mitigate compliance risks in research activities, including data security, confidentiality, and conflict of interest.
* Documentation Management: Maintain accurate and up-to-date records of research activities, regulatory approvals, training documentation, and compliance-related communications.
* Ethics Oversight and Advisory: Serve as a resource and advisor to Institutional Review Boards (IRBs), Institutional Animal Care and Use Committees (IACUCs), and other institutional bodies responsible for ensuring the ethical conduct of research.
* Regulatory Liaison: Act as the primary point of contact for regulatory agencies, ensuring timely reporting and compliance with regulatory requirements, inspections, and inquiries.
* Continuous Improvement Initiatives: Stay updated on changes in regulations, best practices, and emerging trends in research compliance. Drive continuous improvement initiatives to enhance compliance programs and processes.

**Supervisory Responsibilities:**

* Responsibilities include supervising assigned staff members; interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Education and/or Experience:**

* Master's degree and/or advanced degree (Ph.D., and M.B.A.) with at least five-seven years of administrative and strategic management experience, including financial and budgetary oversight and at least three years of direct professional staff supervision.
* Experience in a large-scale, complex academic research-oriented institution or an equivalent combination of relevant education and experience in an educational, pharma, or biotech environment.
* Proficiency in compliance, regulatory affairs, strategy development, project management, developing budgets, fiscal monitoring, and financial projections using multiple fund sources.

**Essential skills:**

* Excellent written and verbal communication skills; ability to communicate effectively with various internal and external constituents.
* Ability to build a thriving organizational culture and develop comprehensive internal processes.
* Entrepreneurial, analytical, adaptable, and self-driven, with a high tolerance for ambiguity, capable of innovative thinking, strategic planning, and effective management of multiple demands and priorities.
* Strong technology skills and inclination to adapt and learn new technologies, including artificial intelligence.
* Knowledge of best practices for accessibility and inclusivity in all aspects of center work, from produced documents to meeting practices and interpersonal engagement.
* Ideally with the Certified IRB Professional (CIP) certification and Certified Professional in IACUC Administration (CPIA) or Certified Professional in Institutional Animal Care and Use (CPIA).

**Department: Research**

**Status:  Exempt**

**Work Schedule:  Monday thru Friday, 8:00 AM – 5:00 PM**