UNIVERSITY OF COLORADO DENVER
Job Description

**Director of Finance and Administration**
Linda Crnic Institute for Down Syndrome, School of Medicine, University of Colorado Denver
Position Number: 698101

**About the Linda Crnic Institute for Down Syndrome**
The mission of the LCI is to eradicate the medical and cognitive ill effects of Down syndrome and serve as the gold standard for translational research worldwide.

The LCI’s goal is to become recognized as the best-in-class of any existing organization that focuses on developmental disorders and the dominant institution for Down syndrome. The LCI seeks to transform not just the care of people with Down syndrome, but the perception of them within society. The LCI’s will require exceptional administrative oversight to achieve these transformative goals.

The LCI is an academic institute established collaboratively with the University of Colorado Denver School of Medicine, the University of Colorado at Boulder, and The Children’s Hospital. The institute’s objective is to provide the highest quality basic, translational and clinical research, clinical trials and clinical care, therapeutic development, education, and advocacy in pursuit of LCI’s clearly articulated mission.

**Nature of Work**
The University of Colorado Denver School of Medicine seeks a qualified full time Director of Finance and Administration (DFA) to develop and oversee the administrative affairs of the LCI to ensure that University, School, UPI and hospital business standards and objectives are met. The individual establishes the business and administrative environment to support the LCI’s basic research, clinical research, clinical care, educational and advocacy programs. The DFA is responsible for working with the Executive Director of the LCI on financial planning and development of a comprehensive strategic plan that evaluates the financial and programmatic impacts of new initiatives, as well as those associated with internal and external trends. The individual has departmental fiduciary responsibilities and is accountable for meeting standards for compliance with applicable School, University, and Hospital policies, procedures, laws, etc.

The Director of Finance and Administration will assist/advise the Executive Director, and when necessary, represent the Executive Director, as an advocate of the LCI’s needs and goals in budget, space, and other negotiations with managerial and financial staff and committees at the School, University, Hospitals and UPI, as well as with the Anna and John Sie Foundation, the Global Down Syndrome Foundation, and outside vendors.
**Professional Field**
Finance, Human Resources, Operations, or related fields

**Supervision Received**
The Director of Finance and Administration reports directly to the Executive Director of the Linda Crnic Institute and receives guidance from the Senior Associate Dean for Finance & Administration. This position is the liaison to the CU School of Medicine, the University central administration, University Hospital, The Children’s Hospital, University Physicians, Inc., The Anna and John J. Sie Foundation, and the Global Down Syndrome Foundation in all finance and administrative matters for the Executive Director of the LCI.

**Supervision Exercised**
The Executive Assistant for the Linda Crnic Institute will report directly to the Director of Finance and Administration. In addition, as the Institute continues to grow, the Finance/Grants Manager, the Human Resources Manager and any additional Administrative Assistants will report to the DFA. The Linda Crnic Institute is a new center and is projected to grow to approximately 150 employees for which the DFA has indirect management responsibilities.

**Examples of Work Performed**
The DFA is a member of the LCI’s executive leadership team and plays a key role in the financial, operational and strategic leadership of the department.

The DFA acts on behalf of the Executive Director in the following areas:

**FINANCIAL MANAGEMENT:**

The DFA has decision-making authority subject to the direction of the Executive Director, and must exercise independent judgment to optimize the functionality/effectiveness to the LCI. The individual works closely with and provides administrative and financial direction and guidance to the faculty leadership of the LCI.

Responsibilities entail direction of all aspects of the department’s finance and operations including:

- Directs the preparation of annual budgets for the LCI Board of Directors, UCH, TCH, UPI and the University. The annual budget approved by the LCI Board of Directors must be updated quarterly.

- Oversees and reports on budget execution throughout the year to achieve business objectives.

- Participates in budget and space negotiations with representatives of the CU
School of Medicine, UCH, TCH, UPI and University.

- Ensures appropriate Institute-wide financial control and fiduciary stewardship, determines areas vulnerable from an audit perspective, and develops plans/recommendations to strengthen those areas in conjunction with Internal Audit.

- Directs the analysis and interpretation of financial information and aids in the development of business operations plans; forecasts critical milestones and potential obstacles and evaluates alternate courses of action; and balances short-term and long-term strategic objectives to maximize the financial performance of the LCI.

- Leads the development of LCI policies and procedures to govern financial decision-making including budgets, expense management, and capital spending to ensure the achievement of expense management and revenue objectives.

- Develops, operates and oversees the management reporting of the organization to ensure that senior faculty members have access to the necessary financial, clinical, research or academic data to make the appropriate decisions.

- Fosters and maintains an effective working relationship with the leadership team of the University, UPI, UCH and TCH, as well as related organizations such as the University of Colorado Foundation, The Children’s Hospital Foundation, the Anna and John Sie Foundation, and the Global Down Syndrome Foundation, as this position plays a pivotal and highly visible role in the implementation of policies and procedures that impact the LCI’s financial, clinical, academic, research, and advocacy enterprises.

**ORGANIZATIONAL MANAGEMENT AND STRATEGIC PLANNING:**

As the LCI’s senior financial manager, the DFA performs long-range planning for the financial and administrative affairs of the LCI and plays a major role in the formulation, update, and implementation of a comprehensive business plan for its academic, research, clinical and advocacy programs. The DFA will analyze, prepare, and make recommendations on business aspects of proposals for new basic research, clinical research, clinical care, educational and advocacy programs. Analyses of changes to existing programs, and planning for the recruitment and phasing in of faculty and staff are also under the purview of the DFA, with guidance from the Executive Director and the faculty leadership team of the LCI.

A master strategic plan for Linda Crnic Institute encompasses all its sites of practice, and the DFA is responsible for coordination of academic, research and clinical activities, and optimal utilization of facility staffing across all sites. This requires on-going interaction and coordination of activities with the LCI and administration at these sites; the DFA is responsible for establishing and nurturing these vital communication links.
Among the DFA’s specific responsibilities are the following:

- Manages and develops direct reports into a collegial, high-functioning team aligned towards common goals. Fully engages the clinical and research administrative team and acts as a resource to them in addressing operational and financial challenges. Creates a continuous learning environment where the DFA models mentorship to ensure professional growth and autonomous function.

- In collaboration with the Executive Director, executive/senior faculty members and key stakeholders, the DFA develops and refines a strategic plan. The DFA is responsible for developing and tracking metrics associated with the strategic plan as well as providing ongoing communication regarding the progress of meeting milestones and objectives in the plan.

- Maintaining a shared vision and understanding with the Executive Director and executive faculty, the DFA ensures successful execution and implementation of strategic initiatives into effective, efficient and successful operational realities to achieve the stated goals and objectives of the plan. The DFA serves as a key strategic advisor to the Executive Director as well as executive and senior faculty members.

- The DFA fosters an environment for open communication and dialog. This includes sharing best practices and creating an atmosphere of ongoing willingness to bring forth ideas that are challenging and innovative.

**RESEARCH ADMINISTRATION:**

Among the DFA’s specific responsibilities are the following:

- Forms a partnership with Research Administrators at UCD and CU Boulder, UCH Administrator, TCH Administrator and appropriate Principal Investigator’s to prepare, review, and approve budgets and coordinate LCI grants, contracts, proposals and awards.

- In partnership with the LCI Research Administrator, UCH Administrator, TCH Administrator and Principal Investigator(s), prepares periodic reports that advises the Executive Director and SOM on the financial status of LCI grants and awards.

- Works with the UCH Administrator, TCH Administrator to ensure the correct tools and resources are available to help support TCH & UCH faculty in locating and developing funding sources.

- Forms a partnership with the LCI Research Administrator to build a cohesive research team for pre-award and post-award grant management.
HUMAN RESOURCES:
The DFA oversees both the professional and administrative functions of the LCI on behalf of the Executive Director.

Among the DFA’s specific responsibilities are the following:

- The DFA works with the LCI’s HR infrastructure to ensure that all faculty recruitment, retention, promotion, and salary determination are conducted properly and are in accordance with University, School, UPI and Department rules.

- The DFA provides oversight of the HR administration of the LCI to ensure they understand and appropriately implement the different policies and procedures for LCI faculty and staff at all of its sites. The DFA ensures the HR administrators are knowledgeable of the rules and regulations pertinent to the recruitment, training, supervision, promotion, and discharge of various categories of employees at all of their sites.

- For new faculty, the DFA works with the HR administrators to ensure that documentation required to appoint a faculty member is completed accurately, thoroughly, and in a timely manner. The DFA advises the LCI Executive Director regarding University policies and appointment processing deadlines.

- In partnership with the HR administrators, the DFA oversees and manages the LCI faculty compensation plans as well as the LCI faculty incentive plans.

- In partnership with the HR administrators, the DFA oversees the LCI administration staff. The DFA partners with the HR Administrators in handling the performance evaluations and salary setting of the administrative staff.

LCI BILLING & COLLECTIONS:
The DFA will partner with the administrators as they serve as institute liaisons with UPI for issues related to third-party reimbursement, understanding changes in major legislation (e.g., Medicare, Medicaid), and the impact of these changes on clinical income. The DFA will work with the administrators to assist the department in developing strategies to address any potential issues related to third party reimbursement.

Specific responsibilities include:

- Acts as a liaison with service line representatives and senior administrators of the hospital and clinics
- Partners with the Administrators to oversee clinical budgets and monitor the operational expenses of the Sie Center for Down Syndrome at TCH, and clinical activities of the LCI at UCH.
- Analyzes reimbursement practices/trends including payor mix
• Partners with the administrators to oversee physician billing and collections staff responsible for these functions for the Sie Center for Down Syndrome at TCH and the clinical activities of the LCI at UCH
• Partners with the administrators to provide analysis of clinical resources for clinical program development; these will include demographic and strategic analyses for local and regional clinical program growth

Knowledge, Skills, and Abilities

The ideal candidate will have the following:

• An exceptional, broad-based general management experience with a solid background in finance.
• At least ten years management-level experience are required, preferably in an academic medical center or research environment; will consider a combination of relevant educational and work experiences to meet the ten year requirement.
• An excellent understanding of the issues facing healthcare, such as managed care and physician billing.
• A demonstrated working knowledge of accounting and business practices and procedures.
• A demonstrated ability to assemble and analyze information for reports and special projects.
• Strong analytical skills.
• An understanding of departmental productivity parameters and faculty compensation programs.
• Effective presentation and communication skills, both oral and written.
• A high level of interpersonal skills.
• The ability to develop and maintain strong relations with the faculty based on mutual trust and respect.
• A strong commitment to the team approach and be able to mentor his/her direct reports.
• An ability to communicate information effectively, motivate project teams and ensure successful completion of department goals.
• A proven ability to manage multiple assignments under tight deadlines, to manage time lines and to reach milestones.
• A mature personality, and will be approachable, well-balanced, and a person who offers guidance and support.
• A demonstrated commitment to professionalism, a strong work ethic, a commitment to high standards, integrity and stability, a discriminating judgment, and accountability.
• A passion for the mission of the LCI to provide the best care for children and adults with Down syndrome, to eradicate the medical and cognitive ill effects of Down syndrome, and to advocate for individuals with Down syndrome and their families.
An ability to embrace inclusion of people with Down syndrome throughout society, including in the operation of and on advisory committees in the LCI

**Minimum Requirements**

- A bachelor’s degree from an accredited college or university. A master’s degree is preferred; however, experience in lieu of the master’s degree will be considered.
- Relevant experience or coursework in business administration, accounting, finance, public health, or other related field.
- Strong financial management skills and the ability to manage funds effectively from a variety of sources.
- Demonstrated understanding of budget development and management; billing operations, reimbursements, financial contracts and consulting agreements.
- Experience in successfully developing and negotiating support agreements with hospitals.
- Broad and diversified professional management experience preferably in an academic medical center environment.
- Demonstrated understanding of contract and grant administration, including NIH, foundation & industry grant experience.
- The individual must be a team player as well as a team builder who is able to delegate appropriately, make difficult decisions and lead by example.
- The successful candidate must have demonstrated skills in personnel management and policy implementation.

**Salary Range**
$75,000 – $110,000

**Does this position have fiscal responsibility?**
YES