



Vivli, the Center for Global Clinical Research Data is seeking an Executive Director.

VIVLI is a non-profit 501(c)(3) organization <http://vivli.org/>. The mission of Vivli is to *promote, coordinate, and facilitate clinical research data sharing through the creation and implementation of a sustainable global data-sharing enterprise*. We seek as an organization to advance human health through clinical trial data sharing, thereby respecting and honoring the contributions of clinical research participants.

The Vivli Executive Director (ED) is the key management and operations leader of Vivli, Inc. The Executive Director position reports directly to the Board of Directors and will work with the Board to execute the organization's strategic mission and vision. The ED has overall strategic and operational responsibility for the administration, programs, staff, alliances and plan for the organization. Key duties include strategic direction and oversight, fundraising, marketing and advocacy for the organization's mission.

General responsibilities:

- 1) Responsible for leading the organization in a manner that supports Vivli's mission and vision as defined by the Vivli Board of Directors.
- 2) Communicate closely with the Board and officers to ensure they are kept fully informed regarding important organizational activities.
- 3) Establish excellent working relationships and cooperative agreements with interested stakeholders on behalf of Vivli to ensure that the organization meets its long term goals
- 4) Represent the organization to organizations, institutions, agencies and the general public
- 5) Oversee recruitment and administration of staff
- 6) Develop and maintain sound financial practices including preparation of a budget
- 7) Responsible for implementing and reporting on all grants and financial donations, including program results and financial reporting.
- 8) Jointly with the Vivli officers and Board of Directors, conduct official correspondence of the organization and jointly with designated officers, execute legal documents.

Experience and Qualifications of the ideal candidate

- Significant prior experience in a leadership position is required; a demonstrated record of leading a major program in an academic, non profit or industry environment is required.
- Prior knowledge of clinical trials and the clinical development process is highly desirable
- Working knowledge of clinical trial data systems and clinical trial data transparency processes a plus
- Prior experience collaborating across diverse stakeholder groups is required
- Prior experience overseeing or participating in large information technology projects is highly desirable
- Prior non profit experience a plus
- Excellent communication skills (written and oral)
- Experience working independently and leading teams is necessary
- Occasional travel required

Qualified candidates please send cover letter and CV to Rebecca_Li@harvard.edu include subject line: Vivli ED