



CANCER PREVENTION AND RESEARCH INSTITUTE OF TEXAS

CHIEF EXECUTIVE OFFICER POSITION

Cancer Prevention and Research Institute of Texas (CPRIT) is the second largest public funder of cancer research and prevention activities behind only the federal government. Over the past 15 years, CPRIT has invested more than \$3 billion of Texas cancer bond funds in cutting edge research leading to a significant increase in intellectual property and knowledge related to cancer treatments, cures, and prevention best practices. CPRIT offers an unparalleled opportunity to catalyze discovery and progress in the prevention, diagnosis, and treatment of cancer.

GENERAL DESCRIPTION

The Chief Executive Officer (CEO) is responsible for the overall management and performance of CPRIT as a state agency in accordance with applicable state laws and rules. The CEO is selected by and accountable to the CPRIT Oversight Committee. The CPRIT Oversight Committee, made up of nine Texans appointed by the Governor, Lieutenant Governor, and Speaker of the House, governs the agency. The CEO implements policies, organizes, and directs agency activities, and works closely with agency chief program officers in collaborative outreach to carry out CPRIT's mission and to further other cancer research and prevention efforts in the state.

SALARY RANGE:

Exempt Position Salary, Group 9 (\$214,200 - \$282,277 annually)
This position is exempt from the State of Texas position classification plan.

Closing Date: April 8, 2024

GENERAL QUALIFICATION REQUIREMENTS

Experience:

Must have at least ten (10) years of experience at a Texas state agency including thorough knowledge of the legislative appropriations process, state government procedures and requirements, and regulatory issues affecting Texas state agencies, including attention to the financial and policy aspects of state agency operations.

Must have experience performing under pressure in a public environment with high standards of disclosure and transparency.

Strong communication skills required, including experience working with an agency board or oversight committee. Experience with public speaking, testifying before the Texas legislature, and addressing a

wide range of audiences effectively is required. Must have a demonstrated ability to lead and develop academic, commercial, and governmental partnerships and coalitions.

Education:

Degree from an accredited four-year college or university. Public health, public affairs or related areas are preferred.

Knowledge, Skills, and Abilities:

Exceptional leadership skills, unassailable integrity, and ethics.

Uncompromised integrity to exercise fiduciary responsibility over Texas taxpayer monies.

Demonstrated ability to develop highly effective working relationships with a broad range of partners, including university administrators, legislators and legislative staff, company executives, and other public and private entities.

Skill facilitating consensus and collaboration among academic, commercial, and governmental partnerships and coalitions.

Experience in managing a growing science based or research-funding based organization in academia, industry, or a public sector entity.

Ability to interact tactfully and persuasively with legislative and public officials, external governing boards, agency staff, community stakeholders, grant recipients, and the general public.

Ability to effectively manage and lead a state agency and staff.

EXAMPLES OF WORK PERFORMED:

- Responsible for the overall management and performance of the Institute in accordance with applicable state laws and rules.
- Lead the development of a balanced and effective cancer prevention, research, and development portfolio.
- Communicate with diverse internal and external stakeholders.
- Build academic, commercial, state, and federal partnerships and coalitions.
- Provide effective counsel to the governing board on potential and actual effects of agency policies, activities, and decisions.
- Inform governing board members of issues that should be considered during meeting deliberations; implement directives and ensure prompt and thorough follow-through.

- Monitor and stay current on matters of concern to the governing board such as activities and pertinent reports of the Legislature, Governor, and other government agencies.
- Ensure fiscal accountability and adherence to state laws and regulations; apprise governing board members of agency expenditures and outcomes.
- Ensure quality and timely submission of agency plans, legislative appropriations requests and other required reports.
- Hire and manage agency staff.
- Continuously assess the effectiveness of agency operations, seeking ways to increase productivity and quality of agency activities.
- Implement sound management practices and facilitate a work environment conducive to open communication, problem solving, and team building.
- Speak publicly to the state officials during legislative hearings; interact with public officials, cancer partners, advisory committee members, staff, programs, and the general public in a professional manner.
- Perform other duties as designated by the governing board.
- Some travel during evenings, weekends, and occasional holidays.

Application Instructions

If you meet the qualifications, complete, and submit a State of Texas application online via the WorkInTexas.com portal. You may also mail the application to Cancer Prevention and Research Institute of Texas, Human Resources, P.O. Box 12097, Austin, Texas 78711.

A State of Texas application may be obtained from <https://cprit.texas.gov/about-us/employment-opportunities/>.

All résumés must be accompanied by a fully completed state of Texas application. Incomplete applications may be disqualified at the agency’s discretion. Faxed and emailed applications will not be accepted.

CPRIT is a non-smoking office; the agency is in the Capitol Complex of Austin, Texas.

CPRIT currently offers teleworking as an option to employees.

The Cancer Prevention & Research Institute of Texas is an equal opportunity employer.

You may find additional information regarding the Institute’s history and operations on the agency’s website at <https://cprit.texas.gov/>.