UNIVERSITY OF HAWAI‘I AT MĀNOA
POSITION DESCRIPTION
DIRECTOR, UNIVERSITY OF HAWAI‘I CANCER CENTER

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Position No:  0089226
Title of Position:  Director
Campus:  University of Hawai‘i at Mānoa

Introduction
The University of Hawai‘i Cancer Center is an organized research unit of the University of Hawai‘i (UH) at Mānoa. The mission of the UH Cancer Center is to reduce the burden of cancer through research, education, and service, with an emphasis on the unique ethnic, cultural, and environmental characteristics of Hawai‘i and the Pacific. The Center focuses on understanding the etiology of cancer and reducing cancer’s impact through its basic, clinical, and population science research programs.

The Center is a unique NCI designated cancer center in many ways. It is the only NCI designated Cancer Center within 2500 miles and serves the State of Hawai‘i and neighboring Pacific populations, providing access to new therapies through clinical trials. The Center has a rich history of mining the many endemic organisms of its land and seas for biologically active new compounds and capitalizing on its ethnically diverse population to better understand the genetic, environmental and behavioral causes of cancer. In this way the Center seeks to be a world leader in eliminating cancer through research, education and improved patient care.

Duties and Responsibilities
The new Director will provide the scientific and administrative leadership to build on the Center’s accomplishments and further develop the mission of the Center. The Director will be responsible for engaging the Center stake-holders and the community to increase its national and international reputation. The Director is responsible for ensuring that the Center can demonstrate strength in each of the NCI designated cancer centers’ six essential characteristics: visionary leadership, organizational capabilities, trans-disciplinary collaborations, cancer focus, institutional commitments, and physical space. Specific duties and responsibilities of this position include:

Direction of the internal scientific program of the Center
The Director will lead the Center in the development of relevant and innovative research programs that are commensurate with available mission-related expenses. The Director will create an environment that fosters research excellence and enable collaboration between faculty, through strategic faculty recruitments, identification of funding opportunities and provision of seed moneys. The Director serves as the Principal Investigator for the NCI Cancer Center Support Grant (CCSF, P30) and is responsible for the administration and progress.

The Director is responsible for collaborating with the John A Burns School of Medicine (JABSOM), the UH Mānoa, and the local hospitals to promote the research and clinical mission of the Center.

Administration of the Center
The Director is responsible for all aspects of the Center administration, such as planning, supervision of assigned personnel, space, and facilities. The Director provides direction to the compliance program in its overall operation. The Director also leads and oversees the
development and implementation of the annual Center operations plan and budget and maintains relationships with the University administration and the hospital partners of the Hawai‘i Cancer Consortium.

The Director will be responsible for ensuring that the Center is well prepared to renew its National Cancer Institute (NCI) designation when applicable.

Development, Constituents Relations and Outreach
Serves as the chief public spokesperson for the Center within the University and to the Center’s multiple external constituencies at the state, national and international levels to further promote the Center’s mission. Serve as the primary advocate in interactions with officials and legislators at the city and county, state and federal levels.

Work with the University of Hawai‘i Foundation to increase funding from foundations and private funding sources. Nurture relationships with potential donors of major gifts. Nurture continuing relationships with past donors; build new relationships and networking mechanisms between the Director and constituent groups (e.g., faculty, students, and staff).

As a leader of the only organized cancer research program in the Pacific Basin, the Director is frequently asked to comment on progress in cancer research and to present such information to the media and various academic and community groups.

The Director represents the Center’s research program to Federal agencies, maintains awareness of new federal initiatives and serves on national scientific committees and other peer groups.

Names, class titles and position numbers of all immediate subordinate positions.

In accordance with the official organizational chart.

Description of the nature and extent of guidance and direction received.

Work is performed under the general direction and guidance, with wide latitude for independent initiative and judgment in the accomplishment of program objectives.

Description of the nature and extent of the check or review of work

Performance is reviewed on a regular basis by the appropriate campus executive or upper management, the Chancellor, and through federal and state agencies, and/or internal/external audits.

Description of the contacts with other departments of University organizations, with outside organizations, and with the general public

The Director provides professional leadership and represents the Center and the University in the scientific community locally, nationally, and internationally. In fulfilling that role, the Director works with UH System and UH Mānoa executives, administrators, faculty, staff, students, legislators, state and federal personnel, donors, and members of the community. The Director’s responsibilities also involve extensive contact and dialogue with private companies, corporations, and funding agencies, and with large public organizations. In addition, the Director interacts with visiting scientists and academicians.
Minimum Qualifications

1. M.D., Ph.D., or M.D./Ph.D. in one of the biomedical sciences (or closely related field).

2. At least 10 years of cancer relevant research experience with a track record of sustained major research funding and publications.

3. At least 5 years of outstanding administrative leadership and management skills with a demonstrated record of success in a moderate to large multifaceted organization.

4. Scientific leader with national and/or international reputation for cancer research and senior scholar with proven academic achievements.

5. Fundraising ability and/or experience.

6. Ability to establish and maintain effective working relationships with multiple constituencies.

7. Able to command respect of colleagues in research University administration and Federal agencies.

Desirable Qualifications

1. Prior position at the level of a department chair, associate director or higher, preferably in an NCI designated cancer center.

2. Familiarity with NCI, Cancer Center Support Grant requirements, and national cancer center funding agencies.