

## UCAR CONTRACTS DIRECTOR - LEADERSHIP PROFILE



**The University Corporation for Atmospheric Research (UCAR)** is an equal opportunity/equal access/affirmative action employer that strives to develop and maintain a diverse workforce. UCAR is committed to providing equal opportunity for all employees and applicants for employment and does not discriminate on the basis of race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy. UCAR is committed to inclusivity and promoting an equitable environment that values and respects the uniqueness of all members of the organization.

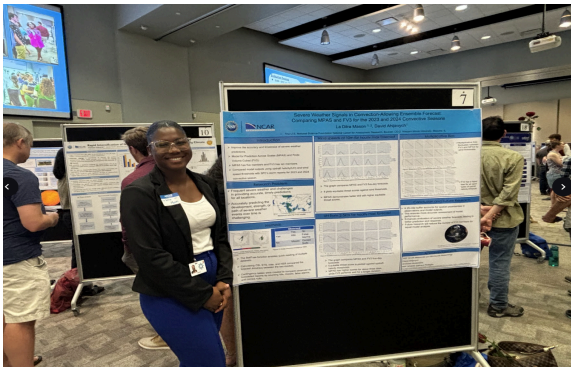
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# The Opportunity: Overview

University Corporation for Atmospheric Research (UCAR) invites inquiries, nominations, and expressions of interest for the position of UCAR Contracts Director.

Headquartered in Boulder, Colorado, University Corporation for Atmospheric Research (UCAR) serves and participates in a collaborative community of researchers and educators who are dedicated to understanding the atmosphere -- the air around us -- and the complex processes that make up the Earth system, from the ocean floor to the Sun's core. UCAR operates the U.S. National Science Foundation National Center for Atmospheric Research (NSF NCAR) on behalf of NSF and the university community.



Just as important as our research and technology development is to our reputation, we also take great strides in improving the work experience and success of our employees and implementing solutions for the benefit of the organization and society.

## Contracts Department Mission and Vision:

To advance partnerships with internal and external stakeholders and further UCAR's efforts as a leading employer within the Earth Systems Science community by:

- Implementing best-in-class policies, processes, and technology in support of UCAR's contracting and purchasing needs.
- Envisioning UCAR's future contracting and purchasing needs, and evolving the team to meet those needs.



# The Role: Contracts Director

## About the Role

Reporting to UCAR's Chief Operating Officer (COO), the Contracts Director will provide strategic leadership and direction to UCAR's Direct Awards and Procurement systems to support the organization's mission and to ensure compliance with applicable regulations and sponsor requirements. The critical role ensures overall success through thoughtful guidance on UCAR's contracting and purchasing strategies, processes, and practices, and communicates appropriate status and activities. This position also serves as an advisor to UCAR leadership and a liaison to external agencies and sponsors, ensuring a commitment to UCAR's culture of excellence, kindness, and compassion.

This position will oversee staff in the following program areas that support all UCAR/NSF NCAR/UCP labs, centers, programs, and offices:

- Direct Awards
- Procurement

For more information, please see the section at the end of this document titled "[Procedure for Candidacy](#)."

## Specific Responsibilities

### The Department:

- Guide UCAR contracting and purchasing activities in support of organizational goals.
- Monitor relevant government and contracting, and purchasing rules and regulations.
- Provide expert advice to upper management on contracting and purchasing matters.
- Serve on various committees and as a member of the Chief Operating Officer's executive leadership team.
- Provide guidance and training to internal stakeholders on contracting and purchasing practices.
- Develop, update, and administer necessary policies, procedures, or other controls.
- Develop budget forecasts and manage an approximate \$3.4+ million departmental budget.
- Have requisitioning authority of up to \$250,000 and contractual authority up to \$1,000,000.
- Have contractual management responsibility for corporate budget in excess of \$400 million.

### The Direct Awards Team:

- Oversee the Contracts team's negotiation and administration of various types of direct awards, such as federal and other government contracts, private sector contracts, grants, cooperative agreements, and others.
- Ensure contract compliance with applicable laws, regulations, UCAR policies, and other relevant requirements.
- Review agreements and contracts for intellectual property, liability and risk issues, legal sufficiency, and compliance with applicable laws, regulations, and UCAR policies.

- Coordinate reviews with other business groups as needed.
- Analyze the terms and conditions for potential risks to the corporation (both financial and legal), and when appropriate, provide guidance to leadership in making business decisions.
- Supervise UCAR's Contract Manager and provide overall leadership and direction to UCAR's Contracts staff in the negotiation of various funding vehicles involving domestic and foreign sponsors.
- Oversee the ongoing administration of the corporation's contractual obligations in accordance with relevant cooperative agreements and other requirements.

#### **The Purchasing Team:**

- Oversee the Purchasing team's management and administration of purchase orders and other agreements for the acquisition of goods and services.
- Independently direct large-scale projects (such as the procurement of supercomputers or aircraft up to \$100 million+), involving internal top-level management, UCAR community members, and sponsor leadership.

# Qualifications and Personal Qualities



The Contracts Director will present a demonstrated ability to lead and inspire the Contracts Office staff. They will have sound expertise in contracting and procurement practices within a sponsored research environment and exhibit well-rounded strategic skills that advance the Contracts team's mission. Specific qualities desired for this role include:

Contracting Expertise. This role must have a deep understanding of government and private sector contracting practices, regulations and compliance requirements. The contracting director must ensure that all federal government contracting and procurement activities adhere to the complex and evolving set of rules, policies, and guidelines, to include the Federal Acquisition Regulation (FAR). This role will play a key role as a visionary in ensuring UCAR's ability to adapt to new types of business opportunities within a changing political landscape.

Strategic Decision-Making and Leadership. The contracting director needs to effectively lead a team while managing multiple contracts and projects simultaneously. This requires the ability to assess risks, anticipate challenges, and prioritize resources across various initiatives. The director must be able to collaborate with senior leadership, principal investigators, and government officials to align contracting strategies with organizational objectives.

## Communication & Interpersonal Skills

The director will act as a liaison between the government, contractors, and internal teams, ensuring that all parties are informed and that expectations are clearly understood. This includes negotiating terms, resolving disputes, and providing timely updates to stakeholders. The ability to effectively communicate complex technical and contractual information will be essential for building and maintaining strong relationships, facilitating collaboration, and ensuring that projects move forward on schedule and within budget.

# University Corporation of Atmospheric Research: An Overview



## A Brief History

In the late 1950s, atmospheric scientists from 14 universities came together with a common vision to create an organization where they could share resources and build collaborations to transform the understanding of weather, water, climate, and the Sun.

The University Corporation for Atmospheric Research (UCAR) was incorporated as a nonprofit organization on March 16, 1959. Shortly after the incorporation, and in partnership with the National Science Foundation (NSF), UCAR established the U.S. National Science Foundation National Center for Atmospheric Research (NSF NCAR) as a federally funded research and development center (FFRDC). UCAR's founding mission was to operate NSF NCAR on behalf of NSF for the benefit of the atmospheric and related sciences community. [Read more on the UCAR website.](#)

## UCAR Today

The understanding of weather, water, climate, and related aspects of the Earth and Sun has continued to be important for safeguarding lives, infrastructure, and economic well-being. UCAR's capacity to expand knowledge of these complex, interwoven systems has never held greater potential. The corporation serves a unique and fundamental role as a vibrant hub connecting the academic, public, and private sectors of this enterprise. As the primary nexus for problem-solving and collaboration within our broad community, UCAR is committed to building upon and expanding the reach and impact of its activities. This work is enhanced by a global network that sustains UCAR's vision and allows it to empower its partners.

UCAR manages a portfolio of primarily federally funded programs with a total staff of about 1,390 and annual expenditures exceeding \$200 million. The largest and most prominent of these programs is NSF NCAR, which is NSF's largest federally funded research and development center. UCAR has managed NSF NCAR continuously since 1960 on behalf of NSF. UCAR's other programs, collectively known as UCAR Community Programs (UCP), broaden the impacts of NSF NCAR's work and support the capabilities of the research, education, and professional communities.

UCAR facilitates technology transfer and brings research attention to societal needs and requirements. It leverages these activities through a consortium of 131 member colleges and universities and through an extended community network of partners in the public and private sectors. Another key activity is representing and amplifying the voice of this community, particularly in addressing the many societal benefits of the nation's investments in research and technology.

The aggregate impacts of weather and climate events on the changing planet, from routine to extreme, shape our society in ways that are not yet fully understood. Decision makers from all walks of life increasingly depend on the knowledge developed through the power of UCAR — its consortium, its community programs, and the national center — to understand the atmosphere, Earth, and Sun that together sustain and shape our lives.

## **UCAR's Organizational Structure**

UCAR is a consortium of member institutions. Each member college or university appoints two member representatives, one of whom casts the vote on behalf of the institution in UCAR elections. The members elect the Board of Trustees. The Board of Trustees hires the UCAR President.

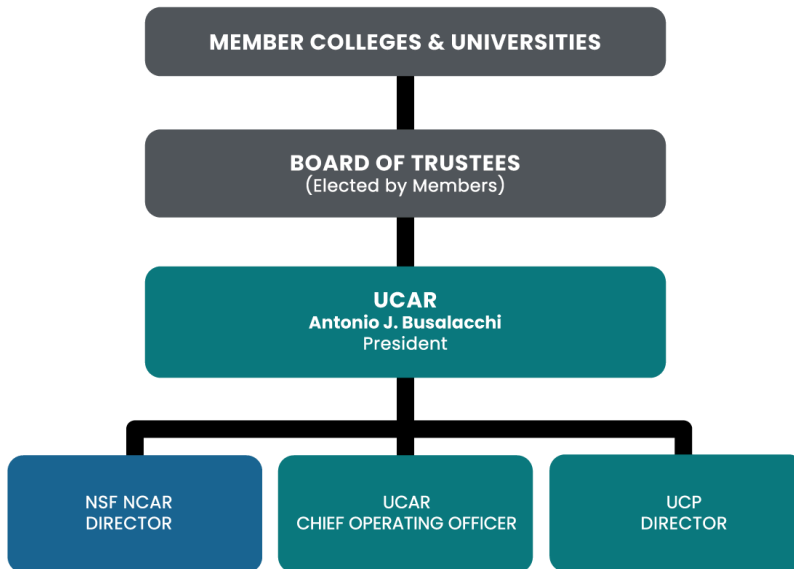
The UCAR Chief Operating Officer (COO), the UCP Director, the NSF NCAR Director, and other members of senior management staff in the President's Office report to the UCAR President.

Today, the founding 14 member universities have grown to 131 member institutions focused on research and training in Earth system science (ESS). Collectively, the members strengthen and promote professional interactions, collaborations, and collegiality in the broader research and education community. This partnership is unique in science and engineering and has produced some of the best research and technology in the world.

Member institutions appoint member representatives who serve as important links between the community and UCAR and its programs. Member representatives serve on governance and scientific advisory committees that help shape the course of UCAR, its science, and its service to the academic community. At the UCAR Annual Members Meeting each October, the representatives elect trustees and members of UCAR governance and advisory committees, participate in scientific planning sessions, and discuss matters affecting the scientific enterprise as a whole. Sponsoring agencies often use the meeting as a vehicle for communicating goals and directions and for seeking advice.

The member representatives keep university colleagues informed about UCAR activities and opportunities and, in turn, bring university perspectives to the President's Advisory Committee on





University Relations (PACUR) and the Board of Trustees. Many member representatives play a key role in education activities for policy decision-makers that help sustain federal support of ESS.

### Board of Trustees

The UCAR Board of Trustees is elected by members at the UCAR Annual Members Meeting. Drawn from academia, research institutions, and the private sector, the 18 trustees determine the overall direction of the corporation. They discharge their fiduciary responsibilities at their regularly scheduled meetings (February, June, and October), and through a set of committees that recommend actions regarding UCAR scientific appointments, financial management, and audit matters.

### UCAR President Antonio J. Busalacchi, Ph.D.

Dr. Antonio J. Busalacchi, President of UCAR since August 2016, has a distinguished career in the geosciences; extensive experience in the management of academic, laboratory, and government programs; and a broad knowledge of the geoscience research and education community. Prior to his appointment at UCAR, he served as Director of the University of Maryland's Earth System Science Interdisciplinary Center (ESSIC) and as a professor in the Department of Atmospheric and Oceanic Science.

### UCAR Operations

The UCAR Operations offices provide business support that helps ensure the scientific and educational work done at NSF NCAR and UCP can thrive. UCAR Operations include Enterprise Information Technology; Enterprise Risk Management; the Office of the Chief Financial Officer; Facilities

Management; Health, Environment, and Safety Services; the Office of the Chief Human Resources Officer; and Internal Audit.

### NSF NCAR

In 1960, NSF NCAR began operations in Boulder, Colorado, as a program of NSF managed by UCAR.

NSF NCAR provides the university research and teaching community with tools — such as aircraft and portable ground-based systems — to observe the atmosphere. The center also provides the technology and assistance to interpret and use these observations, including supercomputer access and user support. NSF NCAR is the leader in community-developed Earth system models. NSF NCAR and university scientists collaborate on research topics in weather, water, climate, atmospheric chemistry, interactions between the Sun and Earth, and more. [Read more about NSF NCAR.](#)

### UCAR Community Programs (UCP)

In 1992, UCAR launched the Office of Programs (UOP), later to become UCAR Community Programs (UCP), and charged it with the mission of providing service in support of science and science-based activities.

Overall, UCP programs are more service-oriented than research, with a focus on education, training, data delivery, scientist services, scientist exchange, and novel observational systems. UCP programs provide a suite of innovative resources, tools, and services to researchers, educators, and practitioners in the Earth System Science community. [Read more about UCAR Community Programs \(UCP\).](#)

# Boulder, Colorado



Boulder sits at the foot of the Rocky Mountains in northern Colorado, about 30 minutes from Denver. Denver International Airport, among the busiest in the United States, connects the region to destinations around the world.

The City of Boulder describes itself this way on its Visit Boulder website:

*Tucked into a picturesque valley below the iconic Flatirons, Boulder hosts thriving tech and natural foods industries, supports a renowned entrepreneurial community, has some of the region's best restaurants, and is home to many federal research labs and a world-class university. No wonder this Rocky Mountain town of approximately 107,000 people is a world-class destination...Boulder has preserved more than 45,000 acres of open space, much of which surrounds the city and helps maintain its geographical boundaries. More than 150 miles of trails abound for nature lovers. The University of Colorado sits in the heart of Boulder and educates more than 30,000 students each year.*

For all of these reasons, Boulder is able to attract and sustain a vibrant cultural calendar, including concerts, performances, and exhibitions in every genre, featuring nationally and internationally known talent. Summer festivals include the Colorado Music Festival and Colorado Shakespeare Festival, as well as numerous family-friendly activities along Boulder Creek, which runs through the heart of downtown.

Read more about Boulder [on the city's website](#) and [in the Boulder visitor's guide](#).

[Read about the Boulder Valley School District.](#)

# Procedure for Candidacy

Isaacson, Miller is assisting UCAR in this search. Inquiries, nominations, and applications are invited. Review of applications will begin immediately and will continue until the position is filled. For fullest consideration, applicant materials should be submitted using Isaacson, Miller's candidate portal.

Candidates should provide a curriculum vitae and a letter of application that addresses the responsibilities and requirements described in this Leadership Profile.

Nominations and inquiries can be directed to the Isaacson, Miller consultants supporting this search via the [job link](#).

This position offers a hiring salary range of \$167,185 to \$208,979. The final salary will be based on education, experience (entrepreneurial, leadership, management, and scientific), skills relevant to the role, and internal equity. Information about UCAR's benefits can be found here: <https://www.ucar.edu/opportunities/careers/benefits>.