

## Position Announcement

The University of Nebraska Buffett Early Childhood Institute (BECI or Institute) is seeking applications from qualified individuals for the position of Associate Director.

Envisioned as a new model for how public higher education is engaged in the first years of life, the newly established Buffett Early Childhood Institute is a four campus, university-wide, multidisciplinary research, education, outreach, and policy institute of the University of Nebraska committed to helping transform early childhood development and education in Nebraska and across the nation.

The long-term goal of the Institute is to be a leading center where scholars, practitioners, community members, and policy makers collaborate to advance a unified approach that can improve the lives of young children and families and the systems that support them.

Applicants should note, the goals of the Institute are university- and state-wide, but the location of the Institute administration will be in Omaha and Lincoln. This position will primarily work out of the Omaha office.

## Job Description Summary and Responsibilities:

The Associate Director, in consultation with the Executive Director, manages the day-to-day academic and programmatic activities of the BECI and is responsible for coordination with internal stakeholders including university faculty and staff.

This position is responsible for internal operational aspects of the BECI, specifically the successful delivery of projects and activities, management of related staff, and budget oversight, while assisting in the generation of new programs and activities.

In addition to periodic unique tasks, the following list describes major responsibilities:

- Assist in coordinating Institute activities:
  - Convene BECI research and practice initiatives.
  - Stimulate individual grant proposals by BECI affiliated faculty.
  - Arrange periodic reviews of research and programmatic areas.
  - With other members of the staff, plan and execute mini-courses, workshops, seminars, interactive digital collaborations, and new projects across disciplines, departments, and campuses.
- Promote collaborations within and outside of BECI:
  - Connect researchers with each other and with others.
  - Match specific BECI projects to the needs and interests of departments, colleges, campuses, and a wide variety of communities of practice.
  - Oversee collaborative BECI digital activities.
- Serve as an effective manager:
  - Manage operational staff, provide clear objectives, supervise work, and deliver feedback.
  - Help Executive Director ensure that the programmatic activities of the BECI are aligned with and support BECI's strategic plan and the University's broader strategy and goals.
- Oversee finances:
  - Assist the Executive Director in budget planning and preparation.
  - Manage Institute funds and expenditures.
- Participate in fundraising and program evaluation:
  - Help manage and draft private, state, and federal proposals and reports.

- Engage in fundraising activities, as needed.
- Assist in designing and carrying out evaluations of funded work.
- Represent the Institute:
  - Represent BECI at briefings, meetings, and conferences as needed.
  - Help brief state agency, legislative, and gubernatorial staff members and officials as requested.
- Contribute to publicity and visibility:
  - Assist in disseminating research results.
  - Oversee content of the Institute web site.
  - Advocate for BECI within the university community.

### **Required and Preferred Qualifications:**

#### **Minimum Requirements:**

- The Associate Director will have the ability to think conceptually, strategically and operationally about how BECI's programs and activities relate to other institutes, departments, colleges, and campuses in the NU system, as well as the larger community of service providers.
- Master's degree in child development, early education, or a related field of social science; doctoral degree preferred.
- 7-10 years of progressively responsible managerial experience in early education, public education, applied research on children and families, and/or a related field.
- Strong budget/financial managerial skills; understanding of accounting practices and financial concepts, compliance with University policy and fiscal and budget reporting guidelines as well as state and federal law.
- Excellent verbal and written (English) communications skills to express information (ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information in addition to making clear and convincing oral presentations.
- Experience in project management involving establishing timelines, managing human, financial, and material resources, meeting deadlines, budget goals, preparing detailed written reports and recommending courses of action with outcomes assessment.
- Experience working in a team environment, collaborating with a diverse group of people (academic staff, senior academic leaders, and community participants) with experience managing both small and large groups on a day-to-day basis as well as for specific project purposes.
- University of Nebraska experience desired, but may consider other experience working in a state system of higher education or a non-profit organization with similar characteristics of an institution of higher education.
- Evidence of a successful grant writing track record.

Successful candidates will exhibit the following personality traits:

- The ideal candidate is agile, entrepreneurial, and a team player who seeks to advance the Institute and its goals.

- Knowledge, enthusiasm, and passion for the field of early childhood to ability to establish credibility in the education/human service and university communities.
- Must be a fast, self-starter comfortable with quantitative and qualitative data; experience in developing metrics for measuring and communicating organizational success.
- Attention to detail and ability to work independently, along with the judgment to seek supervision and/or input from others when necessary.
- A strong sense of the requirements of a stable organization and its long term needs with the ability to exercise significant initiative and creativity in developing new value-added relationships with BECI's stakeholders.
- Should be an optimistic, positive, resilient, insightful and performance-driven, decision maker, problem solver, and consensus builder.

### **How to Apply:**

Application review begins immediately and continues until position is filled.

Applications processed through the on-line job posting at <https://careers.nebraska.edu>

Follow instructions to complete the Administrative Application. Along with your application attach a cover letter, resume and the contact information for at least three professional references.

Direct questions about the position to: [humanresources@nebraska.edu](mailto:humanresources@nebraska.edu) Direct questions about the on-line application process to: (402) 472-2111.

The University of Nebraska is an Affirmative Action/Equal Opportunity Employer and participates in E-Verify.