

Position Description

Executive Director
Robert J. Jones Urban Research and Outreach-Engagement Center (UROC)
University of Minnesota
Office for Public Engagement
Office of the Executive Vice President and Provost

The University of Minnesota seeks a full-time Executive Director of the University of Minnesota's [Robert J. Jones Urban Research and Outreach-Engagement Center](#) (UROC).

About UROC

The University of Minnesota, the public land-grant research university of the State of Minnesota, seeks a collaborative leader with a strong academic background in community-engaged research for the position of Executive Director of the [Robert J. Jones Urban Research and Outreach-Engagement Center](#) (UROC), the University's placed-based research and community engagement center situated in the community of North Minneapolis.

Since opening its doors in November 2009, UROC has become a hub for more than 75 unique University projects and initiatives, all of which have engaged community partners as key participants in the projects' development and implementation. The center leverages the strengths of the university with the expertise and resources of partners across many community sectors to advance publicly engaged research, teaching, and learning; improve quality of life; nurture mutually beneficial and sustainable University-community collaborations; discover solutions to critical urban issues; and build new models of urban development benefiting all metropolitan communities.

As a University research and engagement center within the Provost's Office, the Robert J. Jones Urban Research and Outreach-Engagement Center supports the strategic goals and priorities of the campus-wide strategic plan, [Driving Tomorrow](#). The center is aligned with other University urban initiatives as well as with the University's broader public engagement and community outreach agendas, including advancing the goals articulated in the University's recently recalibrated [Twin Cities Campus Public Engagement Action Plan](#). (See Appendix 1, *The University of Minnesota*.)

Applications (cover letter, curriculum vita, and three references) that are received by **August 15, 2018** will be considered.

To apply go to [UROC Executive Director Job Application Submission](#) and enter position number **325592** in the search field.

For any questions or requests for additional information, contact Andrew Furco, Associate Vice President for Public Engagement at avp-ope@umn.edu.

About the Executive Director

As UROC's chief executive officer, the Executive Director serves as the go-to person for making critical decisions that affect the overall financial and operational success of the Center and its affiliated programs.

The Executive Director provides executive oversight of UROC's strategic planning, revenue generation, financial stewardship, organizational development, staff management, and operational activities.

Through the appointment, the Executive Director will ensure the delivery of high quality community-engaged initiatives in line with the UROC's three overarching strategic priorities, achieved through the projects completed through the more than fifteen units housed within the Center.

Specifically, the Executive Director:

- provides expertise on the development of high quality campus-community partnerships and the cultivation of community-engaged research initiatives across a broad range of disciplinary contexts;
- serves as the voice of UROC to internal and external audiences;
- ensures the delivery of UROC's mission as a research Center that conducts research to advance urban societal issues through community-engaged approaches;
- leverages community and University assets to create and manage projects that engage faculty, students, staff, and community members in co-building economic prosperity in our urban communities;
- provides expert guidance on best practices principles for community-engaged research and scholarship to lead researchers of the more than 30 projects facilitated through UROC;
- establishes key policies that will further the UROC's goals and impacts;
- directs, supervises, and manages the day to day work of UROC's leadership team, which is composed of UROC's research director, a community outreach liaison, the Center's operational business manager, and front office staff;
- manages all personnel issues at UROC to ensure high quality staff performance, including making recommendations to the Associative Vice President for Public Engagement (hiring authority) regarding staff hires, promotions, and/or discharges;
- directs the work of the primary staff, including the work of the Faculty Research Director, Community Partnership Director, Operations Manager, and front office staff;
- builds enthusiastic and diverse coalitions of community leaders, organizations, local residents, and University personnel and departments to implement campus-community-partnered projects within North Minneapolis and beyond;
- builds partnerships with external and internal entities to ensure that the University's urban engagement produces positive impacts on communities.
- manages the allocation of resources in line with UROC's priorities;

- ensures that local art, culture, music, and personal expression are present in UROC's facilities, events, and initiatives;
- plans and implements a fund development strategy that focuses on the long-term sustainability of UROC's work;
- sets the agenda and priorities for UROC's external grants and other revenue sources;
- manages all aspects of the physical building, including procurement of equipment and management of space usage;
- revises or establishes operating procedures and systems as needed to ensure the full achievement of UROC's mission;
- represents UROC at University, governmental, and community events, meetings, media opportunities,

The Executive Director serves 75%-100% full-time equivalent through an annual renewable twelve-month appointment.

Successful candidates will have a blend of managerial and academic skills, as well as understanding of contemporary approaches to pertaining to university-community partnerships. In addition, successful candidates will have a distinguished record of at least 12 years of leadership and management experience, including experience in the areas of university-community partnership development, community-engaged research, city and regional development, and urban engagement. Successful candidates also will have experience managing or leading community-centered partnerships and program development efforts.

The Executive Director reports to the University's Associate Vice President for Public Engagement

Qualifications

- Bachelors degree required. Advanced degree desirable.
- At least 12 years of experience in relevant leadership and management positions (including budget management);
- Demonstrated experience in developing and implementing urban-focused, community-based research, teaching, and outreach;
- Experience working with academics and community practitioners from varied disciplinary perspectives;
- Experience advancing community and economic development through community-based coalition building;
- Demonstrated knowledge and understanding of best practices in building mutually beneficial campus-community partnerships, participatory research, and community-engaged scholarship—especially in the context of urban communities;
- Demonstrated strengths in communicating effectively with a diverse range of stakeholders, including residents, community leaders, government officials, academicians, researchers, and students.

- Mastery and understanding of technical and operational mastery of campus-community partnership development;
- Demonstrated success in personnel management and supervision;
- Demonstrated success with intergovernmental relations and the ability to work within and across municipal government systems to drive change;
- Successful record of supporting and advancing equity, diversity, and inclusion;
- Successful record fund development, budget management, and management of external funding (grants, contracts, etc.);
- Experience designing and overseeing program evaluations;
- Demonstrated effectiveness as a leader in a highly collaborative, team-based organization; and
- Familiarity with anchor institution and creative place-making strategies and ability to apply them to vibrant and rich urban settings like North Minneapolis.