Vacancy Announcement

Executive Director of the Union National Research Institute

Office of the President

Virginia Union University (VUU) was founded in 1865 in the heart of Richmond, VA. Over the past 156 years, the University has become a premier urban institution of higher education and center of excellence for the preparation of students and the development of leaders for tomorrow’s world.

Reporting directly to the University President and CEO the Executive Director of the Union National Research Institute is an integral member of the University Leadership Council. The Executive Director of the Union National Research Institute guides the implementation of high quality, responsive, and timely activities that support the internal operations and program functions of the Union National Research Institute.

**Duties and Responsibilities:**
Specific duties may include and are not limited to the following:

- Participates as a staff team member and represents the organization in various activities and projects, including Steering Committee meetings, public events, workshops and training events
- Participates on the Management Team providing input on decision-making regarding operational and program direction for the Institute
- Provides clear and useful reports for the Steering Committee, staff and other stakeholders as needed to implement the Union National Research Institute’s strategies and programs and comply with the University’s strategic plans
- Build and strengthen the Research and Evaluation team
- Develops, implements and monitors an evaluation plan addressing logic models, strategic and program evaluation questions, data collection methods, analysis and reporting
- In collaboration with the President partners, develops the outcomes and indicators that will be used to monitor progress towards its goals
- Supports programs by using data to improve programs and respond to client needs
- Works with key staff to set evaluation outcome goals
- Develops relationships with other agencies and providers to assure access and links with other data systems
- Develops data collection policies and practices and monitors uniform data collection compliance and quality across the organization
- Develops and prepares internal reports of status, progress and outcomes of evaluation activities
- Writes proposals as necessary to fund or initiate research evaluation or special projects
• Keeps current regarding funding requirements for data collection and reporting and puts into place local methods to ensure reliable, accurate compliance which reflect service activities

Qualifications:

• Bachelor’s degree and at least six years of relevant work experience with progressive data management and research responsibilities OR Master’s degree or PhD and four year’s relevant experience
• Experience working with governing bodies, including boards of directors, advisory boards, commissions
• Knowledge and experience of program evaluation principles, theories, concepts and practices
• Demonstrated expertise in successfully designing and carrying out quantitative and qualitative research and evaluation
• Ability to analyze information, summarize findings and present them in ways easily understandable to decision-makers
• Experience supporting and training staff and community partners, that are unfamiliar with research and evaluations, to collect, manage and analyze data
• Ability to think strategically, remaining focused on goals and objectives
• Highly proficient and knowledgeable in the use of current computer software and tools
• High level of organization and attention to detail
• Ability to multi-task, meet deadlines and be persistent, and solve problems as they arise
• Strong oral and written communication skills

Salary: Competitive, commensurate with documented experience

Benefits: VUU offers an excellent benefits package which includes affordable medical, dental, and other health insurance options, life insurance, generous leave policy, and education benefits that offer reduced tuition for employees and dependents.

Review of candidate materials will begin immediately and continue until the position is filled. Applications should include (1) a cover letter that addresses the duties and qualifications of this position (2) a resume or curriculum vita (CV) and (3) contact information (name, phone, email) for at least three professional references. Complete applications should be emailed to Resumes@vuu.edu as a single PDF file. If you have questions about the application, please call (804) 257-5841.

The selected applicant may be required to submit to a background investigation. VUU is an Equal Opportunity Employer. We consider qualified applicants without regard to race, color, religion, sex, national origin, sexual orientation, disability, gender identity, protected veteran status, or other protected class.

For more information about Virginia Union University, visit https://www.vuu.edu/about-vuu