



Executive Director
FAMU Centers and Institutes
Position Description



The Opportunity

Florida Agricultural and Mechanical University (FAMU) is seeking a strategic, data driven, and financially savvy leader to serve as the Executive Director for FAMU Centers and Institutes.

The Executive Director for FAMU Centers and Institutes will provide strategic oversight, operational management, and performance evaluation for all research centers and institutes at Florida A&M University. This role ensures that each center and institute align with FAMU's mission, meets established return on investment (ROI) benchmarks, and complies with state and federal reporting requirements.

The Position

This position reports to the Provost and Vice President for Academic Affairs and works closely with all division vice presidents, academic deans, faculty, research staff, and external partners to ensure the long-term success of FAMU's center and institute enterprises.

The Executive Director will oversee center and institute leadership, coordinate strategic planning, review financial and operational reports, and provide data-driven recommendations to enhance research productivity and funding sustainability. A critical responsibility of this role is preparing and submitting reports for the Florida Board of Governors (BOG), demonstrating FAMU's research impact and alignment with state priorities.

Key Responsibilities

Strategic Oversight & Center/Institute Leadership Management

- › Directly oversee all Center and Institute Directors, ensuring alignment with FAMU's research priorities and institutional mission.
- › Establish and monitor performance metrics, annual goals, and strategic priorities for each research entity.
- › Conduct quarterly reviews of center and institute operations, including financial health, research output, and workforce impact.
- › Ensure compliance with university, state, and federal policies regarding research funding, expenditures, and reporting.

Quarterly Reporting, ROI Analysis & Florida BOG Compliance

- › Review and assess quarterly reports from each center and institute, funding alignment, acquisition, scholarly output, student involvement, and community impact.
- › Develop and implement ROI metrics to measure the effectiveness and sustainability of each research entity.
- › Prepare and submit annual reports for the Florida Board of Governors (BOG), ensuring compliance with state funding requirements and performance expectations.
- › Maintain and present data on research expenditures, grant funding, faculty contributions, and student engagement to internal and external stakeholders.

Financial Stewardship & Research Sustainability

- › Ensure budget accountability for each center and institute, optimizing financial resources for research productivity.
- › Identify grant opportunities, funding partnerships, and cost-saving strategies to enhance research sustainability.
- › Review and approve operational budgets, external funding agreements, and financial projections for each research entity.
- › Collaborate with the university divisions to maximize federal, state, and private funding opportunities.

Stakeholder Engagement & Institutional Partnerships

- › Serve as the primary liaison between FAMU Centers and Institutes and university leadership, state officials, federal agencies, and industry partners.
- › Facilitate collaboration between research entities and academic departments, external sponsors, and government organizations.
- › Represent FAMU at conferences, policy discussions, and advisory meetings to advocate for institutional research priorities.

Minimum/Basic Required Qualifications

- › Ph.D. in a related field such as research administration, business, public administration, or a STEM discipline.
- › Proven leadership experience (minimum 7–10 years) in research management, grants administration, or higher education executive roles.

Additional Requirements

- › Strong financial acumen with experience overseeing research budgets, ROI assessments, and grant funding.
- › Demonstrated ability to analyze research impact data, prepare high-level reports, and present findings to university leaders and government agencies.
- › Strong understanding of Florida Board of Governors (BOG) regulations related to research centers and institutes.
- › Experience managing faculty, researchers, and interdisciplinary teams in a research-

intensive environment.

- › Excellent communication, policy development, and stakeholder engagement skills.

FAMU Centers & Institutes

FAMU Centers and Institutes Overview

The Executive Director will oversee the following Centers and Institutes, ensuring their alignment with institutional goals and compliance with reporting requirements:

Center for Access and Student Success (CASS)

- › Focuses on increasing college access, student retention, and academic success through targeted initiatives, student support services, and research on higher education equity.

Center for Disability Access and Resources (CeDAR)

- › Ensures compliance with ADA regulations and provides accommodations, research, and policy recommendations to enhance accessibility for students with disabilities. For more information [click here](#)

Center for Environmental Studies (CES)

- › Addresses environmental research and environmental policy as well as sustainable practices.

Center for Health Equity

- › Advances public health research with a focus on eliminating health disparities, improving healthcare access, and promoting wellness in underserved communities. For more information [click here](#)

Center for Plasma Science and Technology (CePaST)

- › Conducts cutting-edge research in plasma science, energy sustainability, and technological innovation. For more information [click here](#)

Center for Viticulture and Small Fruit Research

- › Supports agricultural research, specializing in viticulture, plant science, and sustainability in fruit crop production. For more information [click here](#)

Florida-Georgia Louis Stokes Alliance for Minority Participation (FGLSAMP) Center

- › Enhances participation in STEM fields through research, mentorship, and academic development programs. For more information [click here](#)

High-Performance Materials Institute (HPMI)

- › Develops next-generation materials for aerospace, defense, and biomedical applications, advancing research in nanotechnology and composite materials. For more information [click here](#)

Institute of Public Health

- › Conducts research on epidemiology, health policy, and community health interventions, supporting workforce development in public health fields. For more information [click here](#)

Sustainability Institute

- › Promotes research, education, and community engagement on environmental sustainability, green technology, and climate resilience. For more information [click here](#)

Medical Marijuana Education and Research Initiative (MMERI)

- › Provides research, public outreach, and policy analysis on medical marijuana, patient access, and regulatory compliance in Florida. For more information [click here](#)

Small Business Development Center (SBDC) at FAMU

- › Offers research-based support for entrepreneurs and small business owners, promoting economic development and job creation. For more information [click here](#)

Economic Development and Small Farms Program

- › Supports rural economic growth through research on small-scale farming, agricultural innovation, and sustainability.

Cyber Policy Institute

- › Supports cyberpolicy and cyber based research and development for students, faculty, and administrators. For more information [click here](#)

Nomination & Application Process

How to Apply

Greenwood Asher & Associates is assisting Florida A&M University (FAMU) with this search. Nominations and applications are now being accepted. Applicants should include their curriculum vitae detailing leadership experience in research administration, a cover letter outlining their vision for FAMU's Centers and Institutes, and a statement on strategic research oversight and ROI driven management. Acceptance and review of applications will continue until the position is filled.

Please direct inquiries, applications and nominations to:

Shelley Feather, Senior Executive Search Consultant

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Florida Agricultural and Mechanical University is an equal opportunity/equal access University. Successful candidate is subject to a pre-employment screening which includes a review of criminal records, reference checks and verification of education. If an accommodation due to a disability is needed to apply for this position, please call (850) 599-3076.

This search is being conducted under Florida law, including the Sunshine law and Public Records law.



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