



Search for the Executive Director for Research Initiatives
Rice University
Houston, Texas

ABOUT THE KEN KENNEDY INSTITUTE

The Ken Kennedy Institute at Rice University was established in 1986 and is dedicated to the advancement of research in the fields of AI, Data, and Computing. While most of the Institute's members are in engineering and natural sciences, the Institute has members from several schools at Rice. The Institute fosters the development of fundamental and applied research in AI, Data, and Computing, and assists multidisciplinary, interdisciplinary, and transdisciplinary research efforts challenging traditional limits. The Institute fiercely supports activities that connect its members with each other, with other institutes at Rice, with its immediate community, including the Texas Medical Center, and globally with other universities, government labs, industry, and philanthropic and private foundations. The Institute coordinates large-scale proposals that are aligned with the mission of the Institute and Rice University. It also seeks to build an endowment to support research through top-tier graduate student recruiting, prestigious postdoctoral fellowships, and invitations to global scholars. The Ken Kennedy Institute works to create a sustainable eco-system that promotes long-term growth and international preeminence in AI, Data, and Computing.

ROLE OF THE EXECUTIVE DIRECTOR FOR RESEARCH INITIATIVES

In collaboration with the Faculty Director of the Institute and its Advisory Board, the Executive Director develops plans to achieve the Institute's mission and strategic priorities and is responsible for directing the implementation of these plans. The primary responsibilities of the Executive director are (a) fund-raising, which includes identifying, qualifying, and developing potential funding sources and opportunities that will bring additional research funding aligned with the Institute's research directions, and developing and writing proposals to leverage these opportunities in collaboration with interested faculty members; and (b) community-building internally and externally which includes facilitating intersecting research communities within the Institute, connecting them with researchers at other institutions at the local, national and international level, and establishing long-term strategic relationships and partnerships for the Institute (with state and federal agencies, industry, foundations, philanthropic entities, universities,

the Texas Medical Center, and other relevant organizations). In addition, the Executive Director, aided by the Director of Operations of the Institute, leads the alignment of resources with the Institute's mission and strategy, oversees the Institute's administrative workload and programmatic activities, staff hiring, as well as their needs, and a plan for staff growth. The Executive Director reports to the Faculty Director of the Institute, and represents the Institute internally and externally as needed. The Executive Director will work closely with university administrators, associated faculty, postdoctoral and graduate students to fulfill the mission of the Institute.

ESSENTIAL FUNCTIONS OF THE EXECUTIVE DIRECTOR ROLE

- Develops and implements programs that achieve and enhance the strategic goals and objectives of the Institute set by the Director and the Advisory Board of the Institute; assists in the development of future strategic plans
- Assists in fund-raising, which includes identifying, qualifying, and developing potential funding sources and opportunities that will bring additional research funding aligned with the Institute's research directions, and developing and writing proposals to leverage these opportunities in collaboration with interested faculty members
- Implements strategies for community-building internally and externally which includes facilitating intersecting research communities within the Institute, connecting them with researchers at other institutions at the local, national and international level, and establishing long-term strategic partnerships for the Institute. This requires a deep understanding of technologies for AI, Data, and Computing, and awareness of the research of the faculty of the Institute. It also requires building sustainable relationships with university faculty and leaders.
- Establishes and nurtures relationships with state and federal agencies, industry, foundations, philanthropic entities, universities, the Texas Medical Center, and other relevant organizations; serves as a liaison with Development and Alumni Relations for fundraising
- Aided by the Director of Operations, leads key administrative functions including administrative support, hiring, budget planning and operations; oversees programmatic activities, events, communications, branding, and marketing as needed
- Represents the University at events across the community, state, national and international level to further the Institute's mission and goals
- Performs all other duties as assigned

REQUIRED QUALIFICATIONS

- Bachelor's Degree
- 6 years of experience
- Demonstrated experience in most of the following:
 - Effectiveness in working with faculty at a research-intensive university or similar research environment in industry

- Prior work in the areas of AI, Data, and Computing
- Ability to attract agency and corporate funding in the areas of AI, Data, and Computing
- Effectiveness in collaborations with some of the following organizations: government agencies, NGOs, industry, medical institutions, research foundations, and philanthropic organizations
- Ability to translate strategy into actionable plans and oversee execution
- An established network of contacts in broad types of corporations and organizations

PREFERRED QUALIFICATIONS

- Ph.D. degree in related field
- 10 years of experience
- Demonstrated experience in setting up and overseeing research programs
- Demonstrated experience in writing proposals that have been funded
- Established network of academic, government, foundation and executive contacts
- Demonstrated experience in leading groups of high-performing individuals
- Hands-on research experience in AI, Data, and Computing
- Experience in implementing administrative functions of an organization or a unit including budget planning and management, hiring and operations; supervisory experience
- Experience in the organization of scientific meetings

Applications, Inquiries, and Nominations

Screening of complete applications will begin immediately and continue until the completion of the search process. Inquiries, nominations, referrals, and CVs with cover letters should be sent via the Isaacson, Miller website for the search: <https://www.imsearch.com/open-searches/rice-university-ken-kennedy-institute/executive-director-research-initiatives>. Electronic submission of materials is strongly encouraged.

Vijay Saraswat, Partner
Courtney Cabansag, Associate
Isaacson, Miller
263 Summer Street, 7th Floor
Boston, MA 02210

Rice University is an Equal Opportunity Employer with commitment to diversity at all levels, and considers for employment qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, national or ethnic origin, genetic information, disability or protected veteran status.