Position Duties and Responsibilities:
This is a 12-month, non-tenure-track position, with a 75% administrative assignment with the Rural Futures Institute (RFI) and a 25% academic appointment with University of Nebraska-Lincoln (UNL) Extension. The position is organizationally part of the Rural Futures Institute at the University of Nebraska. The incumbent is expected to play a leadership role in all phases of development and implementation of the Rural Futures Institute. Visit the web site www.ruralfutures.nebraska.edu to learn more about the Rural Futures Institute.

The Associate Director’s primary responsibilities will be to assist the Executive Director in developing and implementing the strategic plan; to collaborate with the Executive Director and RFI team in conceptualizing and developing RFI initiatives and programs, and in developing relationships with RFI faculty partners across all NU campuses; and to assist the Executive Director in partnership development and in the development of revenue streams. This position will help oversee Institute operations, including those in support of internal and external relations, communications, education and outreach.

Specific Responsibilities:
• Assist the Executive Director in the development and expansion of the vision, assist in implementing the Institute’s strategic plan, and in determining the Institute’s priorities for programmatic efforts
• Assist Executive Director in achieving key Institute goals and metrics
• Assist the Executive Director in defining staffing needs, recruiting, hiring and developing a highly functioning RFI team
• Develop and administer programmatic initiatives of the Institute
• Assist the Executive Director in establishing collaborative relationships throughout the NU system, as well as other research and education institutions, to promote and achieve goals of the Institute
• Develop collaborative relationships with faculty affiliated with the RFI and support their work in the Institute
• Assist the Executive Director in establishing innovative and mutually beneficial partnerships with corporations, federal and state government agencies, international NGOs, state and federal legislative delegations, foundations, and other organizations
• With the Executive Director, partner with the NU Foundation to assemble strategic, comprehensive proposals and build donor relationships that represent the Institute’s interests
• Represent the Institute through travel to meetings, conferences and field visits
• Carry out other duties as assigned by the Executive Director
• As a member of the Cooperative Extension Division (CED) faculty, primary responsibility will be to foster and maintain an effective collaborative relationship between the RFI and Extension Educators involved with the Community Vitality Initiative, as well as other Extension initiatives, programs and expertise that are relevant to the RFI mission

Rural Futures Institute Profile:
The Rural Futures Institute (RFI) is a research, education, policy, and engagement institute of the University of Nebraska’s four campuses with the long-term vision to be an internationally recognized leader for increasing community capacity as well as the confidence of rural people to address their challenges and opportunities, resulting in resilient and sustainable rural futures. Envisioned as a model of how public universities can interact with their communities and regions, the RFI proposes to be a catalyst, incubator, implemeneter, and enabler leading to the integration of engagement, discovery, and learning activities to benefit rural people and places.

Applicants should note that the goals of the Institute are university-wide, but that the Institute’s administrative home is in the Institute of Agriculture and Natural Resources at the University of Nebraska-Lincoln. This position will work primarily out of the Lincoln office but will have additional university-wide responsibilities.

Salary and Benefits:
• Salary is competitive and commensurate with qualifications and experience.
The University of Nebraska offers a benefits package that makes available to the employee group life, health, and disability insurance and family coverage programs; TIAA/CREF and/or Fidelity Investment fund retirement plans; excellent vacation and sick leave plans; and staff and dependent tuition remission.

**Required Qualifications:**
- Advanced degree (Masters or Equivalent) in a field related to rural issues, human sciences, leadership, or associated disciplines
- Strong management, organizational, and interpersonal skills
- Excellent communications skills, both verbal and written
- Strong familiarity with the University of Nebraska system
- Ability and willingness to travel
- Familiarity with the Rural Futures Institute, and commitment to the Institute’s mission and vision

**Preferred Qualifications:**
- An earned doctorate in an appropriate discipline
- Demonstrated ability to think broadly and develop programmatic activities across many disciplines
- Evidence of effective leadership among faculty, staff and students
- Respected publication record in subject matter related to the RFI mission
- Track record of success in developing grant funding proposals

**Applications:**
To view details of the position and make application, go to [http://employment.unl.edu](http://employment.unl.edu). Search for position #F_140198. Click on “Apply to this job.” Complete the application. Attach a letter of interest, curriculum vitae or extended resume, and contact information for three professional references. Review of applications will begin on December 22, 2014 and continue until the position is filled or the search is closed.

The University of Nebraska-Lincoln is committed to a pluralistic campus community through affirmative action, equal opportunity, work-life balance, and dual careers.

**LINCOLN, NEBRASKA, “THE STAR CITY” – A PLACE TO WORK AND ENJOY LIFE**

Lincoln, Nebraska, a community of more than 250,000 people, offers the ambience of a friendly small town while offering attractions and entertainment opportunities of a metropolitan area. Lincoln is a young city with a bright future of planned growth and expansion. It is one of the fastest growing non-Sun Belt cities in the U.S. and one of the fastest growing metro areas in the Midwest.

The capital city of Nebraska, Lincoln is home to state government and the flagship campus of the University of Nebraska system. The city also hosts Nebraska Wesleyan University, Union College, Southeast Community College, Doane College-Lincoln and the Kaplan University Lincoln Campus. Lincoln has an excellent educational system and ranks in the top 20 least stressful cities in the nation for children. Residents enjoy nationally ranked sporting events, world famous performing arts, and a variety of cultural activities. Among the attractions: the 2,200-seat Lied Center for Performing Arts, the Sheldon Memorial Art Gallery and Sculpture Garden, four history museums, a planetarium, observatory, many private art galleries, four live-stage theater venues, a civic auditorium, the 82,000-seat Memorial Stadium, 14,400-seat Devaney Center and modern baseball/softball stadium facilities. Following its completion in Fall 2013, the Pinnacle Bank Arena development in the Haymarket has served as a focal point for the entertainment district in downtown Lincoln.

Cost-of-living ranks 3 to 5 percent below the national average of comparable cities with among the nation’s lowest health care costs, utility bills and insurance rates. Lincoln’s low crime rate, efficient transportation, stable business environment and advanced health care technology are a few reasons why Lincoln ranks high in livability studies.

You are invited to explore Lincoln on-line for the most current information.
- [www.unl.edu](http://www.unl.edu) University of Nebraska-Lincoln homepage
- [www.nebraska.edu](http://www.nebraska.edu) Web site for the University of Nebraska four-campus system
- [www.lcoc.com](http://www.lcoc.com) The Lincoln Chamber of Commerce offers business and community information and a relocation directory.
- [www.lincoln.org](http://www.lincoln.org) The Lincoln/Lancaster County Convention and Visitors Bureau offers information on attractions, entertainment, recreation, dining, shopping and transportation.
- [www.state.ne.us](http://www.state.ne.us) The official web site of Nebraska State Government
- [www.ci.lincoln.ne.us](http://www.ci.lincoln.ne.us) The official site of Lincoln City Government