

Executive Director - Arkansas Economic Development Institute

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Current University of Arkansas System employees, including student employees and graduate assistants, need to log in to Workday via [MyApps.Microsoft.com](https://myapps.microsoft.com), then access Find Jobs from the Workday search bar to view and apply for open positions. Students at University of Arkansas System two-year institutions will also view open positions and apply within Workday by searching for "Find Jobs for Students".

All Job Postings will close at 12:01 a.m. CT on the specified Closing Date (if designated). If you close the browser or exit your application prior to submitting, the application process will be saved as a draft. You will be able to access and complete the application through "My Draft Applications" located on your Candidate Home page.

Closing Date:

Type of Position:

Management - Academic Affairs

Workstudy Position:

No

Job Type:

Regular

Work Shift:

Day Shift (United States of America)

Sponsorship Available:

No

Institution Name:

University of Arkansas at Little Rock

The University of Arkansas at Little Rock is a metropolitan research university that provides an accessible, quality education through flexible learning and unparalleled internship opportunities. At UA Little Rock, we prepare our more than 8,900 students to be innovators and responsible leaders in their fields. Committed to its metropolitan research university mission, UA Little Rock is a driving force in Little Rock's thriving cultural community and a major component of the city and state's growing profile as a regional leader in research, technology transfer, economic development, and job creation.

Below you will find the details for the position including any supplementary documentation and questions you should review before applying for the opening. To apply for the position, please click the Apply link/button.

If you have a disability and need assistance with the hiring process please contact Human Resources at 501-916-3180.

For general application assistance or if you have questions about a job posting, please contact Human Resources at 501-916-3180.

Department:

College of Business, Health, & Human Services

Department's Website:

Summary of Job Duties:

The University of Arkansas at Little Rock seeks an Executive Director for the Arkansas Economic Development Institute (AEDI), a leading research institute specializing in economic analysis, forecasting, and research. As the official U.S. Census State Data Center for Arkansas, AEDI provides critical demographic and statistical resources to businesses, communities, and policymakers. The Executive Director sets AEDI's strategic direction, drives impact and financial sustainability, and leads the units of Community Economic Development, Economic Research & Data Analysis, the Arkansas Data Center, Geographic Information Systems (GIS), and Emergency Management and Continuity. Reporting directly to the Executive Vice Chancellor and Provost, the Director will be a key member of the Provost's Leadership Team. This position is governed by state and federal laws, and agency/institution policy.

Qualifications:

Required Education and/or Experience:

- Minimum of a Master's degree with relevant professional experience;
- Five (5) or more years in an executive-level leadership position;
- Demonstrated effective leadership and management skills;
- Demonstrated ability to run a non-academic unit within a university environment;
- Proven experience in research, policy development, or public service leadership;
- Strong ability to lead interdisciplinary teams and develop strategic initiatives;
- Demonstrated success in securing and managing funding through grants and contracts;
- Strategic planning implementation and expertise;
- Expertise in data analysis, economic forecasting, and community engagement;
- Experience with university systems and government/state agencies.

Preferred Education and/or Experience:

- Doctorate degree with relevant professional experience;
- Excellent relationship-building skills with government agencies, businesses, and nonprofit organizations.

Job Duties and Responsibilities:

- Lead individuals and teams, developing a clear vision and actionable strategies to address key economic and community development challenges across Arkansas;
- Set the research direction of AEDI based on the evolving needs of local, regional, and statewide stakeholders;
- Foster regional economic ecosystem growth that supports innovation and entrepreneurship;
- Expand AEDI's outreach efforts to engage communities, businesses, and policymakers across the state;
- Oversee and manage staff across AEDI's various departments and areas of emphasis;
- Cultivate partnerships with federal and state agencies, businesses, and organizations to advance AEDI's mission;
- Secure and manage funding through grants and contracts, ensuring financial sustainability;
- Administer AEDI's multi-funded budget, ensuring financial stability and long-term viability;
- Ensure high-quality, timely deliverables to clients, reinforcing AEDI's reputation as a trusted economic research and advisory entity.

Knowledge, Skills, and Abilities

- Lead with integrity, professionalism, and a commitment to community development to promote economic growth and enhance the quality of life in Arkansas;
- Provide visionary and collaborative leadership that fosters innovation, institutional excellence, and a culture of excellence within a higher education environment;
- Build and sustain strategic partnerships to advance institutional goals;
- Financial resource management, including external stakeholder relations and grant funding acquisition;
- Ability to think critically and solve complex problems;
- Effectively communicate complex ideas to diverse stakeholders through clear, concise writing and impactful public speaking;
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint).

Additional Information:

Salary Information:

Commensurate with education and experience.

Required Documents to Apply:

Cover Letter/Letter of Application, List of three Professional References (name, email, business title), Resume

Optional Documents:

Special Instructions to Applicants:

Recruitment Contact Information:

Chris O'Neal, Vice Chancellor of University Advancement, [cxoneal@ualr.edu](mailto:cxoneal@ualr.edu)

All application materials must be uploaded to the University of Arkansas System Career Site <https://uasys.wd5.myworkdayjobs.com/UASYS>

Please do not send to listed recruitment contact.

Pre-employment Screening Requirements:

**Criminal Background Check, Financial Credit Check, Sex Offender Registry**

The University of Arkansas at Little Rock is committed to providing a safe campus community. We conduct background checks for applicants being considered for employment. Background checks include a criminal background check and a sex offender registry check. For certain positions, there may also be a financial (credit) background check, a Motor Vehicle Registry (MVR) check, and/or drug screening. Required checks are identified in the position listing. A criminal conviction or arrest pending adjudication or adverse financial history information alone shall not disqualify an applicant in the absence of a relationship to the requirements of the position. Background check information will be used in a confidential, non-discriminatory manner consistent with state and federal law.

The University of Arkansas is an equal opportunity institution. The University does not discriminate in its education programs or activities (including in admission and employment) on the basis of any category or status protected by law, including age, race, color, national origin, disability, religion, protected veteran status, military service, genetic information, sex, sexual preference, or pregnancy. Federal law prohibits the University from discriminating on these bases. Questions or concerns about the application of Title IX, which prohibits discrimination on the basis of sex, may be sent to the University's Title IX Coordinator and to the U.S. Department of Education Office for Civil Rights.

Persons must have proof of legal authority to work in the United States on the first day of employment.

All application information is subject to public disclosure under the Arkansas Freedom of Information Act.

Constant Physical Activity:

N/A

Frequent Physical Activity:

N/A

Occasional Physical Activity:

N/A

Benefits Eligible:

Yes

Job Details

<b>Job Requisition ID</b>	R0068694
<b>Location</b>	Little Rock
<b>Posting Date</b>	03/07/2025 - 3 days ago
<b>Job Family</b>	Management - Academic Affairs
<b>Time Type</b>	Full time
<b>Job Type</b>	Regular
<b>Supervisory Organization</b>	UALR   College of Business, Health, & Human Services (Thomas Guy Clifton) (SO001588)

Related Links

Internal: Executive Director - Arkansas Economic Development Institute