

Executive Management Experience

Wellesley College
Wellesley, MA
Director

Office of Sponsored Research - 2014- Present

Manage pre-award operation in highly active sponsored programs office, including staff, analytics, infrastructure, export controls, training, policy development and compliance. Work with Principal Investigators to prepare and submit proposals, negotiate and execute contracts. Plan program for college-wide research development. Steward relationships with collaborators and funders at all levels.

Emerson College Boston, MA
Associate Vice President

Office of Research and Creative Scholarship - 2011-2014

Established the "Office of Research and Creative Scholarship" and manage all facets of operations. Charged by the President to be a "guiding force" in creating the culture necessary to support the College's research mission, as it builds its extramural funding base through contractual agreements. Created and facilitated research development goals and strategies needed to build the institutional infrastructure and capacity to acquire and ensure proper and efficient grants management. As the College's Compliance Officer, used executive level authority to ensure compliance throughout the College, including all research policies, staff and infrastructure. Served as authoritative expert for all grant-related functions, systems and special initiatives. Worked closely with Principal Investigators across the campus to support ongoing work and with high level administrators to develop and implement strategies and work plans. Oversaw all submissions, contract negotiations, purchasing, hiring and fiscal monitoring and reporting. Facilitated technology transfer and commercialization. Conducted trainings at all levels. Built coalitions among Principal Investigators and off-campus constituents around areas of strength. Cultivated relationships with federal and state agencies, foundations and corporations. Managed research related communications, problem-resolution, contract closeouts and stewarding of funder relationships on behalf of the College. Supervised staff responsible for pre and post award financial and grants management, evaluated performance and provided technical and strategic direction. Application submissions and secured funding tripled during this period. Chaired the College's Institutional Review Board (IRB) and co-chaired the Faculty Development and Research Council.

Saint Anselm College
Manchester, NH Director

Office of Sponsored Programs - 2009- 2011

Established the Office of Sponsored Programs, including related infrastructure and policies. Worked closely with senior managers, faculty, and staff to develop and submit contract proposals; administer contracts and agreements; review contract provisions and communicate findings; ensuring that college proposals complied with funder regulations and policies; negotiated contracts and conflicts of interest on behalf of the College at both the pre- and post-award stages. Served as the College's Compliance Officer, developing and enforcing policies and procedures, communicating best practices and changes in federal and state laws. Conducted regular financial reviews and audits of grants and contracts, assuring that accounting practices were adhered to and resolved any audit findings. Determined allowable costs. Oversaw faculty programs of research, surveys and studies. Revamped administrative policies and procedures, including those controlling regulatory and compliance concerns; the distribution of overhead; and incentives for sponsored program activity. Evaluated current and projected programs to improve outcomes, launched a continuing series of faculty and staff seminars and provided written and web-based

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training materials. Increased both the number of proposal submissions and dollars awarded by 250%. Member of IRB and IACUC.

University of North Carolina Wilmington
Wilmington, NC

Director of Research Development

Research Services and Sponsored Programs [and Lecturer] - 2004 - 2009

Managed pre-award operation in a \$25m per year sponsored programs office. Managed budget and staff, gathered and analyzed data to inform campus strategic directions and special projects, promoted campus accomplishments, and created a responsive infrastructure. Worked with Principal Investigators and senior managers to prepare and submit proposals and negotiate contract provisions. Negotiated contracts and cooperative agreements, assuring adherence to regulations. Collaborated with legal counsel on contracting issues and technology transfer. Stewarded relationships with funders at the national, state and regional levels. *Recipient of the 2010 Southeastern North Carolina Dedicated Service and Leadership Award.*

University of Massachusetts Amherst, 1993 – 2004

Amherst, MA

Director of (Academic) Outreach

Office of University Outreach - 1997 - 2004

This position encompassed two campus-wide areas of executive level authority: outreach operations and constituent relations. In operations, administered the Office of University Outreach (including the \$25m budget) and served as “chief of staff” for the campus’ senior academic outreach officer from inception of the division, coordinating the work of the unit with a wide variety of internal collaborators and external organizations. Responsibilities included procuring services and products; negotiating and awarding contracts and administering terms and conditions; and monitoring contractor performance.

Director

UMass Transportation Research Center

College of Engineering - 1993 - 1997

Co-founded the 4-campus Center and increased funding to \$10m in contracts, donations, and grants. Planned and administered the activities of the Center including managing contracts, providing overall financial management, serving as liaison with client organizations such as the U.S. Volpe Transportation Center, managing constituent relations and developing and stewarding contracting relationships with the state and federal government, lobbied in Washington D.C. and with foundations, corporations and with individual donors.

Greenfield Community College Greenfield, MA

Coordinator [and Adjunct Faculty],

Municipal Management Institute - 1989 – 1991

Developed, administered and promoted 35 courses designed to assist municipal personnel and implemented Total Quality Management programs for employees in 19 towns.

Courses Taught:

- Accounting 121 - Introduction to Accounting I
- Accounting 122 - Introduction to Accounting II
- Marketing 221 - Fundamentals of Marketing

Education

University of Alabama, Tuscaloosa, AL

Ed. D in Higher Education Administration (partially completed)

Western New England College, Springfield, MA

M.B.A., Management

University of Massachusetts, Amherst, MA

B.A., History

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P|ofessional Memberships

National Council of University Research Administrators
Society of Research International
Council of Graduate Schools

P|ublications

Barth, T. & Demski, E. (2011) "Cape Fear Healthy Carolinians: Taking Risks, Crossing Boundaries" in a new textbook, *Principles of Scholarly Community Engagement*.

Kim-Godwin, Y.S., Clements, C., Bullers, S., Maume, M., & Demski, E. (2008). Sexual Behavior and Drinking Patterns among Middle and High School Students in Southeastern North Carolina, *Journal of School Nursing*, 23 (4), 33-39.