



JANINE KEISHA BURGESS, MPA, SHRM-CP

Columbia, Maryland

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SUMMARY

Seasoned executive leader with over 16 years of expertise and skills in research and grants administration, project management, strategic leadership and operations; 10 years of experience in talent management & human resources in nonprofit, healthcare, and educational settings.

SKILLS

- Project management
- Relationship Building & Donor Management
- Strategic Planning
- Budget development
- Forecasting
- Grants management & reporting
- Institutional Strategy
- Talent Management
- Employee Relations
- Recruiting
- People & Culture
- Training & Development
- Executive advising
- Policy Development
- Supervisory management
- Staff management
- Technology application
- Written communication
- Verbal communication
- Leadership support
- Financial Management
- Performance management
- Personal & Professional Coaching

EXPERIENCE

Senior Director of Research Operations / Howard University - Washington, DC

11/2024 - 05/2026

- Led organizational strategy, operations, HR, and financial stewardship as an executive level leader for a major academic research enterprise.
- Led day-to-day operations for Office of Research, including annual budgeting, human resources, strategic planning, implementation of strategic initiatives, management of interdisciplinary research building, and optimization of space utilization.
- Oversee strategic planning for the Office of Research.
- Managed 18 million annual research operating budget including financial planning, budgeting, and forecasting.
- Contributed to the savings of over 1 million in funding from contractors and vendors through contract negotiations.
- Oversaw spatial planning for staff and research faculty, redesigning office spaces and floorplans to enhance collaboration and operational efficiency.
- Develop, Plan, and Implement new strategic initiative on launching College Research Administration Program.
- Develop, Plan, and Initiate Building Research Infrastructure, Development, and Growth through Education and Training (BRIDGE) meeting series for university community.
- Oversee full cycle recruiting for over 48 employees including developing onboarding plans, conducting departmental new hire orientation, equipment setup and configuration, building tours, and space assignments. Serve as HR wellness ambassador for the Office of Research.
- Managed employee relations processes including terminations, promotions, performance improvement plans, and leave administration, ensuring compliance and support for staff.
- Staff management of over 10 employees varying in positions from Associate Director, College Research Administrators, Facility Managers, Budget Managers, and Administrative Coordinators.

Executive Director, Office of Sponsored Programs / Marymount University - Arlington, VA
Director, Office of Sponsored Programs

08/2023 - 11/2024
11/2021-07/2023

- Oversee OSP office inclusive but not limited to grants management, strategic planning, human resources, operations, accounts payable/receivable and financial management.

- Oversee \$13 million grant portfolio with various funding from agencies such as NSF, NIH, and NSA.
- Prospecting: Identified new funding opportunities and mechanisms for research grant applications resulting in over 6 million in funding in FY22 and 5 million in FY23.
- Direct supervisor for 8 staff including grants managers, budget analysts, scientific writer, and compliance specialists.
- Acted as authorized grant and business official, maintaining compliance with funding regulations.
- Managed full cycle recruiting and onboarding for sponsored programs office, enhancing team capacity and effectiveness.
- Developed and implemented grant writing training workshops and faculty research spotlight series, increasing faculty engagement in funding opportunities.
- Led institutional shift from teaching to Carnegie classification R3 status.

Special Projects Consultant, Per Diem / Children's National Hospital - Washington, DC

02/2020 - 04/2022

- Developed project plans for special initiatives at a leading children's hospital.
- Collaborated with cross-functional teams to address pediatric care challenges.
- Facilitated meetings to gather stakeholder input and drive project alignment.
- Advised on NIH grant applications, enhancing submission quality and compliance in Washington, DC.
- Washington, DC

Senior Director, Office of Sponsored Programs / March of Dimes, Inc. - Arlington, VA

02/2020 - 11/2021

- Oversaw OSP office, including grants management, strategic planning, human resources, operations, accounts payable/receivable, and financial management, ensuring alignment with organizational goals.
- Oversaw federal, corporate, foundation, individual, and major giving proposals, successfully securing funding totaling 25 million.
- Led CDC cooperative agreement budget officer for 5 million award.
- Secured funding for Humana 3 million award and served as interim Lead Budget Manager.
- Direct supervisor for 5 staff including pre-award manager, post-award manager, and grant writer.
- Managed full cycle recruitment, streamlining employee onboarding, training, performance measurement, and workforce planning to enhance team effectiveness.
- Authorized grant and business official for organization.

Project Administrator/Manager / Children's National Hospital - Washington, DC

06/2018 - 01/2020

- Oversaw day-to-day operations in grants management, human resources, operations, project management, and financial management.
- Coordinated full cycle federal, state, and foundation grant submissions, ensuring compliance and timely processing for both pre- and post-award phases.
- Manage applicants using Taleo and Interfolio ATS.
- Manage Kronos timekeeping system for CNR.
- Facilitated monthly research videoconference seminars using GoToWebinar, enhancing knowledge sharing and collaboration among participants.

Divisional Administrator / Columbia University Medical Center - New York, NY

11/2017 - 06/2018

- Managed human resources, financial management, and operations for division of 45 employees, ensuring effective workflow and staff support.
- Fiscal management of division budget totaling \$7 million.
- Coordinated academic appointments, promotions, and tenure-track processes for faculty and visiting scholars, facilitating talent acquisition and retention.

Senior Grants Manager / Columbia University School of Nursing - New York, NY

04/2014 - 11/2017

- Managed pre-and post-award activities for complex grant portfolio supporting 19 faculty, securing over 10 million in funding.
- Forecasted, monitored, and reported budgets for grant portfolio to ensure financial compliance and effective resource allocation.
- Trained and mentored junior Grants Managers, enhancing team capacity and fostering professional development.

- Managed pre- and post-award grant applications, ensuring compliance and timely submission.
- Developed and maintained department grant database to streamline tracking and reporting.
- Coordinated department seed grant research activities and forums to foster collaboration and knowledge sharing.

Administrative Assistant / Albert Einstein College of Medicine of Yeshiva University - New York, NY 07/2011 - 06/2012

- Provided comprehensive administrative support to division administrator and faculty members, facilitating efficient operations.
 - Managed screening and onboarding process for volunteers, interns and consultants, enhancing team integration.
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EDUCATION

Society for Human Resource Management, Certified Professional (SHRM-CP) 12/2025

Certificate in Human Resource Management 11/2015
Pace University Continuing and Professional Education

Master of Public Administration: Non-Profit Administration 05/2014
CUNY Baruch College-School of Public Affairs

Bachelor of Science: Health Education and Promotion 05/2010
CUNY Lehman College-Department of Health Sciences

ACTIVITIES AND HONORS

- Member, Society for Human Resource Management
 - Member, National Council for University Research Administrators (NCURA)
 - Member, Society for Research Administrators International (SRAI)
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WEBSITES, PORTFOLIOS, PROFILES

- www.linkedin.com/in/janine-k-burgess-mpa-shrm-cp-13556633
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REFERENCES

Available Upon Request

LANGUAGES AND TECHNICAL SKILLS

- Proficient in Microsoft Office 365 Suite (Word, Excel, Outlook, PowerPoint, Access, Visio, SharePoint), Workday, UltiPro (UKG), Precipio, KRONOS, Taleo, Interfolio, Basecamp, Cayuse, Amplifund, InfoEd, PeopleSoft, Effort Reporting, ARC, SAP, COEUS, Asana
 - Excellent writing, editing and proofreading skills
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LANGUAGES

English: Native