



**DATE ISSUED:** 03/18  
**FLSA:** Exempt  
**PTO:** VCS

## ***JOB DESCRIPTION***

### ***TITLE***

Director, Center for Women in Politics & Public Policy

### ***JOB SUMMARY***

The Director of the Center for Women in Politics & Public Policy will manage all administrative and financial functions as well as oversee and support programming focused on preparing women to pursue leadership opportunities in politics and public policy. S/he is responsible for the supervision and direction of the work of employees of the Center for Women in Politics and Public Policy. The Director, in partnership with the Executive Director and faculty, identify the research agenda(s) for the center. In partnership with library faculty and exhibition coordinator, the Director develops public exhibits and archives that highlight the accomplishments of women in politics, public policy, and business. Work is performed under minimal supervision with a broad latitude for initiative and independent judgment and performance is based on the effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### ***ORGANIZATIONAL RELATIONSHIPS***

*Reports to:* Executive Director, Institute for Women's Leadership

*Supervises:* Associate Director, Program Coordinator

### ***ESSENTIAL DUTIES - May include, but not limited to the following:***

- Articulates the mission of the center as a resource for women in politics and/or public policy.
- Manages the center's budget, finances, operations, communications, technological infrastructure, marketing (including website and media relations) facilities, and day-to-day supervision of staff and student workers.
- Plans and organizes the Center's programs, including public exhibits and archives, conferences, and trainings.
- Provides oversight of fundraising, including proposal development for granting agencies and donor prospects and related outreach activities.

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- Establishes and enhances relationships with policymakers, legislators, government officials, for-profit and non-profit organizations.
- Organizes and works effectively with an advisory board.
- Develops a strategic plan that includes programming, research, and curriculum.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ADDITIONAL DUTIES**

- Works effectively with multiple constituencies.
- Serves on committees as requested.
- Supports innovative approaches to engage students in leadership development as decision-makers and catalysts for social change.
- Performs other duties as requested.

### **EDUCATION**

Master's degree in social policy, public policy or a closely related social sciences field required. Ph.D. preferred. In lieu of an advanced degree, a record of substantial, documented, and meritorious experience may be substituted.

### **EXPERIENCE**

Five years experience in academic and collaborative research.

### **REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

### **KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

- Demonstrated knowledge of the political structure at the local, state, and national level.
- Ability to organize work effectively.
- Ability to use Skype for business.
- Ability to work effectively as part of the senior leadership team for the Center for Women's Leadership in Business, Politics, and Public Policy.

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- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to use a personal computer and other office equipment, including related university software and email.

**PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

**SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_

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***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***