

NWSA Seeks to Hire Deputy Director

Leadership Position at NWSA

April 8, 2009

The National Women's Studies Association is seeking a Deputy Director - details below. Please pass this email along to friends who might be interested.

Deputy Director Position Description

The National Women's Studies is seeking a motivated, passionate, and visionary feminist to fill a new Deputy Director position. The ideal candidate will assume leadership responsibilities and help grow programs for an organization in the midst of significant transformation and growth. The Deputy Director reports to the Executive Director and assists the Executive Director with management, program and member services, and fund development responsibilities. This position is located in the College Park, Maryland office.

Management

- Supervise full-time and part-time staff in the College Park, Maryland office
- Collaborate with the Executive Director and other staff to develop programs and services aligned with NWSA mission
- Program and Member Services
- Compose membership solicitation appeals, welcome letters, and forms
- Coordinate online conference proposal submission and review processes
- Other conference program duties as assigned
- Develop new programs that will enhance member services and/or create revenue streams

Fund Development

- Overall responsibility for the conference exhibit hall, which includes soliciting and scheduling vendors and advertisers
- Work with Executive Director to identify and develop grant applications

Qualifications

The ideal candidate will have the following background and experience:

- Women's studies training and/or experience working in a feminist organization and commitment to NWSA mission
- Demonstrated commitment to diversity and ability to work with diverse groups
- Experience developing programs from initial idea to implementation
- Entrepreneurial leader with strong organizational skills and the ability to support and manage others
- Ability to plan and budget
- A minimum of 3 years of qualifying experience demonstrating direct responsibility in listed essential duties
- Proficiency with MS Word, Excel, Access, PowerPoint and internet applications required
- Exceptional interpersonal skills with the ability to influence and negotiate contracts and vendor relationships
- Demonstrated experience working individually and as part of a team under tight deadlines
- Demonstrated ability to work effectively in complex shifting environments
- Excellent verbal and communication skills
- Proven ability to multi-task
- Master's or PhD required

To Apply

Email resume or short c.v. and cover letter highlighting your experience as it relates to the position description and qualifications to nwsaoffice@nwsa.org.

A review of applications will begin on May 6, 2009.

About the National Women's Studies Association

With nearly 2,000 individual and institutional members worldwide, NWSA has been the leading organization dedicated to advancing women's studies scholarship, teaching, and activism for nearly 30 years. NWSA supports the work of women's studies practitioners; conducts and disseminates research on the field; strives to develop multi-racial, multi-ethnic programs, services, and operations; and hosts an annual conference that draws more than 1,300 registrants. To learn more about the organization, visit www.nwsa.org.