

Position Description

Title: Associate Director, Leadership and Education	Hours: .50 FTE
Job Code: 9341M2	Salary: TBD
Department: Institute on the Environment	Created On:
Reports to: Jessica Hellmann, Director of the Institute on the Environment	Last Revision Date: 10/8/2018

Overview:

The Associate Director (AD) for Leadership and Education will manage and coordinate IonE's evolving education and leadership training programs and initiatives and will help the Institute build a coordinated, cohesive program in environmental education and leadership training. IonE programs develop the leaders most needed to create a sustainable future, toward creating a future where people and planet prosper together. These leaders must be effective agents of change and connect to a global network of decision-makers. IonE creates leaders who are sustainability-savvy and armed with skills of collaboration, communication and implementation.

IonE's current Leadership and Education programs serve undergraduate, graduate, and professional students as well as faculty (especially, but not limited to, the IonE Associates), business leaders, and elected officials. IonE's leadership portfolio contains a collection of established programs that should and will grow or change over time to best achieve the institute's mission and vision.

The Leadership and Education AD will be responsible for supervising and mentoring a staff of upwards of 10 FTEs, as well as building and directing the group's overall budget. The AD will direct Leadership and Education programs in a way that has the greatest possible impact, maximizes value to the IonE community, and attracts external funding and partnerships. The AD will be an active member of the IonE Management Team and, in addition to their direction with the Leadership portfolio and staff, will be co-creating and implementing IonE's new strategic vision and Impact Goals.

The Leadership and Education AD will be responsible for driving the fundraising efforts in the leadership and education portfolio. New programming will be dependent on fundraising; whether that be through sponsored projects, tuition revenue and course fees, external sales, or philanthropy.

This AD position is a 50% appointment. Benefits are available for personnel who hold a combination of appointments within the University that are at or above 75%. It is suggested, but not required, that the remaining effort will be filled with external grants or related activities that provide salary support. The salary provided by IonE may also be used to supplement current departmental commitments. IonE can be flexible

in making appointment accommodations and those may be negotiated at the time of offer. The Leadership and Education AD position is expected to be held for 2-3 year increments (and could be extended), with an annually renewing contract and annual review with the Director. It is expected that the majority of the time will be spent on the St. Paul campus.

IonE is committed to creating and supporting a diverse and inclusive work environment. It is IonE's mission to help people and planet prosper through just, equitable, and inclusive work across our community. As a part of IonE's Management team, the AD will be responsible for considering diversity, equity and inclusion within the programming they oversee and through the work processes they manage.

For consideration of this position please submit the following materials:

- CV and Cover letter delineating your interests and qualifications.
 - Please also describe how your scholarship, teaching, and/or service contribute to diverse communities

Job Duties:

80% Lead and Manage IonE Leadership and Education People & Programs

- Supervise and mentor Leadership program directors and staff, including meeting with each IonE Director on a monthly (minimum) basis
 - NOTE: *The new AD will be leading staff who are part of existing programming, but who have been restructured in the Leadership and Education group.*
 - Support all Leadership & Education staff and students to advance professional development and build institutional leadership capabilities; ensure mentoring group for postdoctoral fellows is adequately staffed and supported.
 - Monthly meetings of all direct reports
 - Ensure that members of the Leadership group are assigned to cross-functional teams according to IonE matrix work strategy
 - Convene all direct reports to identify opportunities for collaboration and resource sharing, to develop long-term goals and vision
 - Conducting performance evaluations (at least annually but more often if needed)
- Participate in annual budget process for the unit and your portfolio
 - Strategic budget planning - develop long-range budget to support the vision of impact goals of the Institute

- Identify and actively cultivate opportunities for grant proposals and other external funding to support current and new initiatives
- Work closely with IonE Administrative Director, Grants Manager, Communications Director and Director of Strategic Development to support the priorities and vision for Leadership activities and other IonE Initiatives.
- Work with IonE Management Team to define impact metrics and ensure data is tracked and reported on as needed by direct reports.

20% IonE Leadership

- Attend weekly IonE Management Team meetings, representing both interests of Leadership/Education Portfolio and IonE as a whole.
- Explore and propose new initiatives.
- Be an ambassador for IonE across the University.
- Participate in IonE's Executive Advisory Board and Faculty Leadership Council meetings.
- Participate in IonE's Annual Meeting as a presenter and facilitator.

Qualifications - we will be screening candidates for these required qualifications:

- Terminal degree preferred with at least 8 years experience, a BA/BS is required, and prior oversight of a cross-disciplinary team
- **Ability and availability to work out of the Institute on the Environment for .50 FTE on the UMN Twin Cities' St. Paul campus.**
- Relevant research, leadership and outreach experience and active work in a field(s) related to the work of the Institute.
- Demonstrated knowledge of pedagogical and leadership development best practices.
- Experience in managing complex, interdisciplinary teams, and leading and advocating for collaborative projects.
- Strategic budgeting and budget administration, fund development, grant writing and administration.
 - Experience in fundraising - writing grant proposals, philanthropic outreach, other partnerships with external partners
- Experience working in higher education administration (at any level).

Key characteristics of a successful candidate will include:

- **Leadership and Organization** – exceptional capacity for managing and leading people; ability to connect staff both on an individual level and in large groups; capacity to enforce accountability,

develop and empower top-notch leaders from the bottom up, lead from the top down, cultivate entrepreneurship, and learn the strengths and weaknesses of the team so as to put people in a position to succeed.

- Commitment to cultivating and supporting a diverse and inclusive work environment
- Strong personal integrity and a collaborative style; capable of building and sustaining productive, effective working relationships.
- Can work within an ambiguous, fast-moving environment, while also driving toward clarity and solutions; demonstrated resourcefulness in setting priorities and guiding investment in people and systems.
- Strategic Vision and Agility – ability to think strategically, and anticipate future consequences and trends.
- Capacity Building – ability to effectively build organization and staff capacity, developing a top-notch workforce and the processes that ensure the organization runs smoothly.
- Ability to generate respect and trust from staff and external constituencies. Ability to lead, plan and manage change.
- Passionate about IonE’s mission and able to promote and communicate the philosophy, mission and values of IonE to external and internal stakeholders.

Working Conditions:

The majority of the work in this position is performed in a general office setting. IonE offices and meeting spaces are accessible and the building has accessible gendered restrooms on-site. Non-gendered restrooms are accessible through the tunnel system but would not be considered convenient for regular daily use.