Executive Director

Department: Presidents' Council
Recruitment #: S1621
Closing Date: Deadline for submitting application materials has been extended to May 16, 2016
This is a full-time, multi-year, unclassified position.

The Council of Presidents
The Oregon Public Universities Council of Presidents (Council) is a voluntary association of Oregon’s seven public Universities (Universities) in which each president of the seven Universities is a member. The president of Oregon Health and Science University is an affiliate member of the Council. A chair and vice-chair will be selected from among the presidents; each will serve two-year terms.

The purposes of the Council include:
• Coordinating legislative, advocacy, internal and external communications and operational matters as determined by the Council;
• Responding to inquiries from legislative or executive branch offices as appropriate;
• Fostering coordination, collaboration and communications among universities, especially focused on the development and pursuit of a common agenda, increasing state funding for public higher education and responding to public policy issues; and,
• Convoking and supporting subsidiary interinstitutional committees such as the Provosts Council, the Vice Presidents of Finance and Administration, the Legislative Advisory Committee, the Interinstitutional Residency Committee, and other committees as designated.

General Description
This is a full-time, multi-year, unclassified position at Western Oregon University.

The Executive Director is selected by the Council to represent the common interests of the Universities and the Council. The Executive Director manages and oversees all day-to-day operations of the Council office, including hiring and supervision of staff, preparation of an annual budget, internal and external communications, and other tasks as assigned. The Executive Director reports to the Council and works directly with the Chair of the Council. This position and other Council staff are employees of Western Oregon University, which serves as the Host University for the Council.

The Executive Director provides strategic and operational support for the Council and has overall accountability for implementing the strategic direction for all Council programs and the execution of its mission. The Executive Director will develop deep knowledge of Oregon’s seven Universities and the legislative committees and agency entities with which they interact. The Executive Director will build and maintain relationships with university and other higher education leaders, as well as students, business, labor and other stakeholders.

MINIMUM QUALIFICATIONS
• Bachelors’ degree
• Seven years of progressively responsible administrative management experience in a complex organization
• Past success working with a board of directors or equivalent
• Demonstrated experience in government relations and legislative advocacy; creating and executing effective strategic agendas
• Demonstrated experience in financial management; project management; and supervisory experience in a complex organization

Professional Competencies
• Proven ability to be effective in executive and interdisciplinary team environments.
• Exceptionally strong writing and verbal skills.
• Highly effective interpersonal and communication skills.
• Ability to work independently, maintain a high degree of confidentiality, and exercise sound professional judgment and discretion.
• Demonstrated expertise in working with public officials, university leaders, students and other stakeholders with diverse backgrounds and cultures.
• Ability to deal successfully with multiple tasks, shifting priorities, and a broad spectrum of people.
Skills, Knowledge and Abilities

- Strong listening, critical thinking, and written and oral communications skills.
- Ability to establish clear priorities and achieve strategic objectives.
- Keen analytic and research capability.
- Effective problem solving and negotiating skills.
- Clear understanding of when and how to be an assertive leader or a collaborative, knowledgeable supporter.
- Ability to examine and appreciate multiple points of view.
- Attention to detail, follow up, and organization.
- Action-oriented, entrepreneurial, adaptable.

Preferred Qualifications

- Relevant Master’s degree or advanced degree.
- Working knowledge of and/or experience in the state legislature, a state agency, and/or a public university in Oregon.
- Experience working in higher education administration.
- Knowledge of emerging issues in higher education.

**A criminal background check will be required as a condition of employment**

DUTIES AND RESPONSIBILITIES

- In consultation with the presidents, sets the Council’s strategic plan, goals, mission and vision. Coordinates and assists in establishing priorities and agendas, researches issues of importance and produces briefing materials on matters requiring the presidents’ attention.
- Provides strategic and administrative direction and oversight for the Council and its staff. Performs executive-level duties of a confidential and sensitive nature. Ensures compliance with all relevant rules, policies and laws.
- At the direction of the Council, convenes, supports and coordinates with designated subsidiary interinstitutional councils on a consistent and routine basis.
- Monitors activities of the Legislative Assembly, Governor’s Office, Higher Education Coordinating Commission and other state entities as they relate to public universities.
- Tracks legislation, develops bill analyses, and prepares position papers and testimony in consultation with the Legislative Advisory Committee members on shared Council issues and priorities.
- Communicates and coordinates with designated statewide and national officials and organizations as appropriate. Addresses inquiries from and meets with individuals and groups on matters of interest or concern.
- In collaboration with Universities, develops protocols for responding to inquiries from HECC, legislative, agency and media representatives relating to university or higher education matters. Coordinates with institutions’ communications staff in the collection and dissemination of information, and in identifying the most appropriate methods of response.
- At the direction of the Chair of the Council, facilitates Council meetings and conference calls, including development of agendas and preparing or assisting with background materials.
- Directs the day-to-day activities of the Council office and staff, including managing the budget and developing budget recommendations for approval by presidents.
- Provides ongoing analysis of state and national trends that affect Oregon’s universities and higher education.
- Advises university leaders and staff of issues affecting public universities and convenes or assists in convening relevant councils or ad hoc committees.
- Serves as the primary point of contact to be the representative or identify appropriate university representation on committees, work groups and other activities affecting universities and higher education.
- Other duties as assigned.

TO APPLY SUBMIT THE FOLLOWING (PDF preferred):

1) WOU Employment Application form (available at www.wou.edu/prostaffapp)
2) Letter of application that addresses each qualification of the position
3) Resume
4) Contact information for three references
5) Unofficial copy of transcript for highest degree earned

Send to: S1621, Executive Director, Human Resources, Western Oregon University, 345 N. Monmouth Avenue, Monmouth, OR 97361; OR e-mail to employment@wou.edu; OR fax to: 503-838-8144.

Western Oregon University is an AA/EO/Veteran/Disability employer committed to increasing the diversity of its workforce.