



POSITION DESCRIPTION

Job Title: Director Flora Stone Mather Center for Women

Job ID: 3309

Department: FSM Center for Women

Full/Part Time: Full-Time

Regular/Temporary: Regular

I. POSITION OBJECTIVE

The mission of the Flora Stone Mather Center for Women at Case Western Reserve University is to support and empower women through education, advocacy, and leadership. The Center Director provides overall leadership and administration of the Flora Stone Mather Center for Women, including staff and student supervision, resource management, university leadership in matters pertaining to women, and creation and oversight of programs related to women. The Director advises university partners regarding policies related to women's concerns. The Director also collaborates with schools and other university units, alumnae, donors, its Advisory Board, and the community. The Director conducts and oversees community outreach and engages in ongoing development efforts to secure individual, grant, and endowment funding.

The Director of the Flora Stone Mather Center for Women reports to the Deputy Provost. This is a full-time staff position.

II. ESSENTIAL FUNCTIONS

Strategic leadership in women's issues within the university, including:

- Collaborating with university leaders to improve the climate for all women at the university
- Supervising and managing the programs and functions of the Flora Stone Mather Center for women
- Collaborating with schools and offices across campus in formulating policies and programs of benefit to women, including but not limited to: all schools (Engineering, Law, Medicine, Social Work, Management, Nursing, Dental Medicine, Arts & Sciences), the Career Center, Student Affairs, University Health Services, University Counseling Services, the Office of Multicultural Affairs, the LGBT Center, and the Office of Inclusion, Diversity and Equal Opportunity
- Planning and overseeing various Center for Women events, including but not limited to the annual Women of Achievement luncheon, the Spotlight lecture series, the Project on Men and Gender, the Flora Awards, and the various programs coordinated by the Community Advisory Board

- Leading and implementing the Women Faculty Leadership Development Institute and Women Staff Leadership Development Institute, with the collaboration of the Institute Board members
- Promoting research and curricular advancement in women's issues
- Representing women's interests and the Center in University committees and task forces
- Working in partnership with fellow tenants of the newly established Tinkham Veale University Center
- Teaching and working with students

Engaged leadership on women's issues in the broader community, including:

- Engaging in fund development and community and public relations
- Maintaining and developing strategic networks with researchers and scholars, CWRU alumnae, community and professional advocates, and national leaders
- Collaborating and planning with the Center's Community Advisory Board in support of the Board's programs and the advancement of the Center's mission
- Assisting the Deputy Provost, when appropriate, in special projects, private fund raising and relationships with community members and alumnae

Administrative Functions:

- Administering the Center budget
- Recruiting, hiring, and supervising professional staff and student interns
- Creating publications, including newsletters, annual reports, brochures, and other products as needed
- Overseeing the Center's website, e-newsletter, and social media presence

III. NON-ESSENTIAL FUNCTIONS

None

IV. CONTACTS

Daily contact with Center staff. Frequent contact with University officers. Frequent contact with members of the Center's Community Advisory Board and community partners. Frequent contact with students, staff, and faculty throughout the university. Regular contact with CWRU alumnae and supporters in the community.

V. SUPERVISORY RESPONSIBILITY

Responsible for supervision of the Center's professional staff as well as graduate and undergraduate student interns

VI. REQUIREMENTS

- Doctorate (or equivalent terminal degree appropriate to the candidate's discipline)
- Eligibility for faculty appointment in the candidate's field
- Demonstrated interdisciplinary background in the study of gender/ethnicity/race and class
- Demonstrated knowledge of contemporary women's issues and needs, including the influence of differences among women with regard to race, ethnicity, disability, country of origin, age, and class
- Demonstrated respect for and acceptance of diversity

- Demonstrated experience in working with women from diverse backgrounds, particularly college students, to help them advance and resolve gender-related issues
- A minimum of three years successful experience in higher education administration and budgeting, including supervising professional and student staff members
- Excellent communication, interpersonal, and organizational skills
- Ability to pursue the work of the Center strategically through a feminist lens
- Experience directing an academic women's center is a plus
- Knowledge and experience with the issues of women students and faculty in STEM fields are a plus

VII. WORKING CONDITIONS

Must be able to handle the fast pace of the office with multiple responsibilities. Must be willing and able to have a flexible schedule and work nights and weekends. Must be able to make sound autonomous decisions. Must be able to manage multiple priorities. Must be able to work independently most of the time and work in intense collaboration with others when needed.