



Position/Job Description Special Advisor to the President

APPLICATION AND HIRING TIMELINE INFORMATION

To apply for this position you should submit a [KWU Employment Application](#), cover letter, resume/curriculum vitae, and your salary requirements. Please email your application materials to hr@kwu.edu.

In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Job Description. Make sure you reference the position title on the subject line of your email. No phone calls please.

The timeline for filling this job is:

- Applications will be taken until job is filled.
- Interviews will begin when qualified applicants are identified, and continue until the job is filled.
- The position starts as soon as possible, preferably January 2022.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will not check references or past employers without first notifying you of our intent to do so. We will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

POSITION TITLE: Special Advisor to the President

POSITION'S OPERATING GROUP: President's Office

OPERATING GROUP'S MAJOR RESPONSIBILITIES: The purpose of the President's office is to identify and achieve the University's vision and goals thus ensuring the University's long-term success and survival. Major responsibilities include: 1) identifying and articulating the University's long and short-term vision and goals, 2) ensuring the development of the strategic and tactical plans necessary for the University to achieve its vision and goals, 3) ensuring the identification and selection of the people needed to effectively and efficiently execute the strategic and tactical plans of the University, and 4) broadening and enhancing the resources and reputation of the University in order to ensure the University's continued success.

POSITION'S DEPARTMENT: Community Resilience Hub

DEPARTMENT'S PURPOSE AND MAJOR RESPONSIBILITIES: The purpose of this department is to create and manage the university's daily impact on our environment and to create academic and co-curricular programming that advance the university's commitment to a regenerative future for our campus, community, and world.

POSITION'S DIRECT SUPERVISOR: President and CEO

DATE POSITION LAST REVIEWED/ANALYZED: November 2021, Dr. Matt Thompson (President)

POSITION'S EMPLOYMENT STATUS: Full-time (12-month appointment), Exempt (Administrative), At-Will

POSITION'S SALARY AND BENEFITS: Salary to be determined at hiring based on the applicant's qualifications and experience. Please submit your desired salary with your application and supporting documents. Benefits are available for full-time employees.

POSITION INFORMATION

POSITION SUMMARY: Responsible for leading, in conjunction with the President, an ongoing process of systemic transformation of the educational, operational, financial, and community engagement efforts of the institution toward ecological and community restoration in the midst of multiple cascading social and ecological crises on

the planet. Develop the institution's portfolio of teaching, research, engagement (within KWU and with external partners) to position KWU as a leading agent of socio-ecological and cultural transformation in the higher education landscape.

Responsibilities include:

- 1) development of a campus-wide strategic plan to transition the institution toward a more holistic, regenerative, sustainable culture,
- 2) development of an innovative, integrative academic curriculum designed to prepare students for life in a changing climate,
- 3) student recruitment in collaboration with enrollment services and marketing,
- 4) program faculty recruiting and assessment, and
- 5) fundraising and management of marketing in collaboration with the Vice President for Advancement and University Operations.

POSITION WORKS WITH: The President, Provost and Provost's Office, Advancement staff, Director of Plant Operations, faculty, other university staff, employers, and members of the local and environmental community

JOB'S STAFF AUTHORITY: Recommends and monitors institutional priorities and makes recommendations to the President.

JOB'S BUDGET AUTHORITY: Recommends and monitors office budget (amount to be determined in collaboration with the President and Chief Financial Officer).

JOB'S PHYSICAL WORKING CONDITIONS: 75% Climate controlled office and classroom environment and 25% travel environment. Standing, sitting, stooping, walking, talking, seeing, hearing, keyboarding, filing, planning, executing plans, and other similar physical motions and activities are a usual part of the job.

JOB'S UNUSUAL HAZARDS OR WORKING CONDITIONS: None

JOB'S WORK SCHEDULE: 40+ hours per week. Some night and weekend work is required as travel, promotion, and student issues occur during the evenings and occasionally during the weekend.

JOB'S TRAVEL REQUIREMENTS: Some travel will be required to recruit students, to raise money, and enhance awareness.

POSITION RESPONSIBILITIES AND DUTIES

JOB'S ESSENTIAL DUTIES: (first year duties, these are likely to change and shift in future years):

1. Program Fundraising (40%): responsible for securing grants and donations to ensure the financial viability of the program.
 - a) Works collaboratively with the Advancement Office and community partners to identify grant opportunities, completes necessary application and follow up materials for grants, and ensures efficacy in grant administration of awarded funds.
 - b) Works collaboratively with the Advancement Office and community partners to identify individual donors, making solicitation calls and visits, sending stewardship messages, and ensure efficacy of donations received for the program.
2. Program Collaborations (40%): responsible for identifying and developing partnerships that further the work of the Community Resilience Hub
 - a) Identify optimal partnerships
 - b) Negotiate agreements
 - c) Find and enhance linkages with existing university partners
3. Program Publicity (15%): responsible for successfully publicizing KWU's newly developed program to prospective students and their families, people/agencies of interest, and donors in order to build "brand" awareness and recognition.
 - a) Work with the Marcomm office to place advertising and public relations releases in local, national, and international media in order to build brand awareness and enhance the recognition of the program.

- b) Actively communicates and visits with employers, graduate schools, and people/agencies of interest concerning the program in order to build brand awareness and possible cooperative recruitment and employment relationships.

JOB'S OTHER DUTIES (5%):

1. Identifies and recommends to the President an annual budget which provides for the efficient use of funds while allowing the program to grow revenues and gross margins.
2. Monitors program revenues and expenses to ensure the program is operating within the budget.
3. Works with the Director of Plant Operations to provide recommendations to ensure KWU is leaning towards and living out the expectations of ecological and social transformation.
4. **PERFORM OTHER APPROPRIATE AND REASONABLY REQUIRED DUTIES AS ASSIGNED BY THE JOB'S SUPERVISOR.**

JOB'S PERFORMANCE MEASURES AND STANDARDS: The measures (factors or metrics) used to gauge job success. Actual performance standards (goals) for each performance measure will be set in consultation with the position holder based on his or her experience and qualifications.

1. Meeting fundraising goals
2. Meeting new partnership goals
3. Brand awareness metric
4. Supervisor's quarterly formal performance evaluation

POSITION QUALIFICATIONS

EDUCATION:

- MINIMUM REQUIRED: Master's Degree
- PREFERRED: Terminal Degree

CERTIFICATIONS AND LICENSES:

- MINIMUM REQUIRED: None
- PREFERRED: None

WORK EXPERIENCE:

- MINIMUM REQUIRED: Previous experience as a college-level educator and department chair or director.
- PREFERRED: Previous experience as a program administrator and as a student recruiter.

KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA's:

- MINIMUM REQUIRED
 - Demonstrable grant-writing experience
 - Demonstrated ability to use planning and scheduling software, preferably Outlook.
 - Demonstrated ability to manage and maintain physical and electronic files.
 - Demonstrated professional oral and written communication skills, especially in creating, composing, and editing written materials. Ability to communicate in Spanish is desired.
 - Demonstrated ability to manage effective and friendly working relationships with staff, faculty, students, alumni, guests, and others at the university. Demonstrable ability to work well with others and in teams.
 - Demonstrated ability to prioritize multiple and sometimes conflicting projects and responsibilities.
 - Demonstrated problem solving and abstract thinking skills.
 - Demonstrated ability to produce high quality work while working independently.
 - Demonstrated ability to maintain a high degree of confidentiality.
 - Demonstrated ability to intuitively predict and anticipate supervisor requests and needs.
 - Demonstrable alignment with the mission and vision of KWU.
 - Demonstrable proficiency in using Word and Excel.
 - Demonstrable ability to maintain confidentiality.
 - Demonstrable punctuality and reliability in attendance.
- PREFERRED
 - Other

NOTICE OF SPECIAL POSITION OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of Kansas Wesleyan University, all employees of Kansas Wesleyan are to be considered as an “at-will” employee.
3. All employees of Kansas Wesleyan University are considered to be “responsible employees” pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. In order to fulfill its mission as a Christian institution, preference in hiring shall be given to persons who can affirm the Institution’s mission.
5. All “offers of employment” are subject to a criminal background check prior to employment.