

SIMPSON COLLEGE

POSITION DESCRIPTION

Director of Presidential Initiatives

Date of Opening: January 2021

Summary

Simpson College invites applications for the position of Director of Presidential Initiatives. We seek a highly energetic, creative, and enthusiastic professional to coordinate all operations and activities in support of institutional objectives among the Office of the President, Office of Academic Affairs, and Business Affairs.

Essential Duties and Responsibilities

- Assist with organizing and prioritizing initiatives to achieve strategic goals, monitor and track metrics, and drive the design and execution of deliverables.
- Synthesizes information from various internal and external sources to ensure the President and Dean have all the information necessary to make informed decisions.
- Provide excellent judgment, diplomacy, and understanding of college issues.
- Collect and analyze data in support of institutional priorities.
- Handle special projects and advise the President, Dean, and CFO on a wide variety of executive and administrative matters.
- Oversee operations of the offices of the President, Dean and CFO, including overseeing budget management and to drive and coordinate various cross-departmental projects, maintaining and communicating timelines and documenting progress.
- Help lead in change management efforts, partnering with appropriate leaders and staff to achieve goals.
- Coordinate with the Office of Marketing and Strategic Communications to create materials for external stakeholders, faculty, staff, and students, including written communications, reports, PowerPoint presentations and talking points.
- Create content and structure for internal meetings, town halls and events and ensure follow-up on action items.
- Facilitate information flow and sharing among staff in support of effective and timely decision making.
- Attend meetings as requested. Prepare notes and action items from each meeting. Participate in debriefings as requested. Relay follow-up information to departments and other stakeholders as appropriate.
- Manage annual goal setting and tracking progress.
- Assist in coordinating College-wide projects that may cross various divisions.

Additional Duties and Responsibilities for the President

- Manage communication and scheduling on behalf of the President to the Board of Trustees.
- Develop reports for three annual Board of Trustee meetings on behalf of the President.
- Provide analyses of key data to the President to assist with regular decision making.

Additional Duties and Responsibilities for the Academic Dean

- Perform project management for initiatives in Academic Affairs.
- Assist in the work of Academic Affairs in preparation for meetings with the Board of Trustees.
- Oversee communications to internal and external stakeholders on behalf of the Academic Dean.

Requirements

The selected candidate will possess the following qualifications:

- A bachelor's degree. An advanced degree in higher education is preferred, advanced degrees in communications, business, or public policy also acceptable.
- Demonstrable organizational skills with the ability to prioritize and work accurately and calmly under pressure.
- 5-7 years prior experience in higher education/non-profit with a proven track record of successfully managing multiple priorities.
- Appreciation for academia, comfortable working on cross-functional priorities at a strategic and operational level.
- Outstanding oral and written communication skills with demonstrated ability to work effectively with a wide variety of constituencies.
- Exceptional interpersonal skills for navigating and influencing within a complex environment with diverse and varied stakeholders.

- High attention to detail and analytical orientation. With the ability to work independently and proactively.
- Proficiency in Microsoft Office Suite (Excel, PowerPoint, Word) and basic research; and the ability to learn College software for data collection and reporting.
- Ability to manage multiple projects simultaneously and prioritize in order of importance or time sensitivity.
- Ability to define clear objectives and enforce accountability for meeting deadlines.
- Collaborative work style: ability to maintain relationships with executives, colleagues, external stakeholders, partners, and community leaders.
- Facility with project-management tools and platforms, Basecamp preferred.

To Apply

To apply, please send a cover letter, resume, name, and contact information for three professional references to Human Resources at employment@simpson.edu. Review of applications will begin immediately and continue until the position is filled.

It is the policy and practice of Simpson College to provide equal educational and employment opportunities for all. We specifically encourage applications from women, minorities, veterans, persons with disabilities and individuals who are bilingual (Spanish) to apply. [The entire Notice of Non-Discrimination can be found here.](#)

Successful applicants will also demonstrate a commitment to cultural diversity and to work with individuals from diverse backgrounds. Employment will require a criminal background check, which may include, but is not limited to, criminal history, national sex offender search, and motor vehicle history.

About Simpson College

Simpson College is a private, liberal arts college located in Iowa with campuses in Indianola, West Des Moines and online. Founded in 1860, the college has 1,268 undergraduate and graduate students. Simpson offers 74 majors, minors and programs in addition to three graduate programs. Outside of the classroom, Simpson is a member of the NCAA Division III American Rivers Conference, hosts eight Greek houses on campus and sponsors many extracurricular options for student involvement. To learn more, visit simpson.edu.