

Director, Educating Character Initiative Program for Leadership and Character

Must apply using this direct link: https://wfu.wd1.myworkdayjobs.com/en-US/Staff_Career_Website_live/details/Director--Educating-Character-Initiative-Program-for-Leadership-and-Character_R0005586

Application Instructions:

External Applicants: Please upload your resume on the Apply screen. Your application will automatically populate your resume details, and you may verify and update data on the My Information page.

Please add your cover letter and any other documents required for the position to the Resume/CV document upload section at the bottom of the My Experience application page. Use the Select Files button to add multiple documents including your cover letter and supporting documents. The My Experience page is the only opportunity to add your cover letter and supporting document attachments. *You will not be able to modify your application after you submit it.*

Current Employees: Apply from your existing Workday account. Do not apply from the website. Log in to Workday. Click on the Career Worklet and select Find Jobs. Locate the position and click Apply. Update your Education and Job History.

** Cover letter required for all positions and optional for facilities, campus services, and hospitality positions unless otherwise specified.

Job Description Summary

The Program for Leadership and Character is seeking a visionary, creative, and strategic Director to lead the Educating Character Initiative, an exciting new initiative funded by a five-year, \$30 million grant from the Lilly Endowment, Inc. to build the capacity of U.S. colleges and universities to educate character. The Director will lead all aspects of this innovative initiative with support from leaders of the Program for Leadership and Character. The Director will develop and execute a comprehensive strategic vision; hire, manage, and mentor new staff; recruit and coordinate senior fellows in character education, research and assessment, and program and pedagogical development; and facilitate an external advisory board. The Director will also have an opportunity to shape the future of higher education by leading the design and oversight of a granting initiative

that includes planning grants of up to \$50,000, subgrants from \$250,000 to \$1 million, and individual grants to faculty and staff to facilitate character education at U.S. colleges and universities. The Director will represent the Program for Leadership and Character and Educating Character Initiative to external audiences and serve as a high-level point of contact for interested faculty, staff, and administrators. The Director will be responsible for leading the team in organizing major conferences and convenings on character in higher education, developing research and resources for faculty and staff, building external partnerships and collaborations, and communicating the value of the initiative to internal and external stakeholders. The Director will report to the Executive Director of the Program for Leadership and Character and work closely with the Director of Leadership and Character in the Professional Schools and the Senior Advisor, along with other Program staff.

The ideal candidate will have experience managing staff; developing and implementing a strategic vision; reviewing, making, and administering grants; coordinating organizational networks; leading a complex organization; and/or working with multiple stakeholders. Some familiarity with character education and/or higher education is preferred. We welcome applications from candidates who have some or all of these qualifications. This is a five-year, grant-funded position supported by a multi-year grant from the Lilly Endowment but will be considered for funding beyond the initial term. Our preferred candidate will be able to work in person at Wake Forest University, but candidates desiring a remote appointment will be considered.

Applicants should submit 1) a cover letter explaining your interest in and qualifications for the position and how you will draw on your expertise and experience to lead this new initiative, 2) a resumé or curriculum vitae, and 3) contact information for three professional references who can speak to your suitability for this position. Applications received before March 20, 2023 will be given priority consideration.

About the Program for Leadership and Character:

The Program for Leadership and Character inspires, educates, and empowers leaders of character to serve humanity. Through innovative teaching, creative programming, and cutting-edge research, the Program aims to transform the lives of students, foster an inclusive culture of leadership and character at Wake Forest, and catalyze a broader public conversation that places character at the center of leadership. Over the last decade, Wake Forest faculty have become leading experts in the study of character, and the Program for Leadership and Character has been profiled as a national leader in character education. The Program has received major grants from the John Templeton Foundation, Lilly Endowment, and the Kern Family Foundation, as well as other foundations and supporters.

Most recently, the Program received a \$30 million grant from Lilly Endowment, Inc. to extend its work at Wake Forest and become the hub of a national higher education network devoted to educating character. For more information about the Program, see <https://leadershipandcharacter.wfu.edu/> For more information about the grant that funds the Educating Character Initiative, see <https://news.wfu.edu/2023/01/24/wake-forest-university-awarded-30m-lilly-endowment-inc-grant-to-build-national-capacity-for-character-education/>

About Wake Forest University:

Wake Forest University is a private, coeducational institution dedicated to academic excellence in liberal arts, graduate, and professional education. Located in Winston-Salem, NC (“The City of Arts and Innovation”), the University has a deep institutional commitment to public service and engagement with the world, as indicated by the motto Pro Humanitate (for humanity), which encourages students to develop the qualities of human character needed to serve humanity. With the aim to educate the whole person, the University has established an innovative Program for Leadership and Character that offers creative programming and courses to help students develop the character needed to lead ethically in an increasingly complex world.

Job Description

Essential Functions:

- Develop and implement a strategic vision for the Educating Character Initiative in collaboration with the Executive Director, Director of Leadership and Character in the Professional Schools, and Senior Advisor.
- Manage all aspects and operations of the Educating Character Initiative and ensure that all grant outcomes are met in a timely and effective manner, including major conferences and convenings, research and resources, and grants and subgrants.
- Hire, manage, and mentor staff for the Educating Character Initiative.
- Recruit, coordinate, and support four Senior Fellows in Character Education, two Senior Fellows in Research and Assessment, one Senior Fellow in Program Development, and one Senior Fellow in Pedagogical Development to support the Educating Character Initiative and participating institutions.
- Design requests for proposals and oversee the review, selection, and distribution of planning grants, sub-grants, and individual grants to faculty and staff.
- Recruit and facilitate an external advisory board of leading experts in character education and higher education.

- Lead the completion of annual program reports, ensure accountability to key stakeholders and funding agencies, and provide occasional updates on the progress of the initiative.
- Represent the Program for Leadership and Character and the Educating Character Initiative to external audiences.
- Serve as a high-level contact for faculty, staff, and administrators interested in being part of the initiative.
- Provide consultation, advice, and support to grant recipients and make visits to participating institutions as needed.
- Build partnerships with other organizations and networks that can advance the mission of the Educating Character Initiative and the Program for Leadership and Character.
- Assist with writing grants and/or raising funds to support the Program for Leadership and Character and Educating Character Initiative.
- Perform other duties as needed.

Required Education, Knowledge, Skills, Abilities:

- Master's degree, plus five to seven years of experience, or an equivalent combination of education and experience.
- Ability to develop and implement a strategic vision.
- Experience with managing and mentoring personnel and working on a collaborative team.
- Experience making and administering grants and/or coordinating an organizational network.
- Excellent interpersonal and communications skills, both verbally and in writing. Ability to develop and nurture relationships with organizations and individuals from diverse backgrounds and institutions.
- Excellent organizational and administrative skills; ability to establish goals, prioritize tasks, mobilize resources, and manage multiple projects simultaneously.
- The ability to think creatively, communicate strategically, and expand a range of relevant audiences.
- Ability to analyze and solve problems, make decisions, and proactively respond to potential challenges.
- Ability to work independently and acquire knowledge of new systems in a short time period. Demonstrated ability to be a self-starter who takes initiative, works with minimal supervision, and completes tasks without prompting.

- Experience with, and sensitivity to, diverse audiences and the ability to communicate in ways that respect and promote diversity, equity, and inclusion.
- Good character, sound judgment, and a strong work ethic; high degree of professionalism, integrity, and dependability.
- Demonstrated ability to maintain strict confidentiality of sensitive information and records in accordance with state and federal laws and professional ethics; ability to manage and distribute information appropriately.
- Ability to represent the Program and the University in a professional manner.
- Openness to feedback and a commitment to personal and professional growth.

Preferred Education, Knowledge, Skills, Abilities:

- Advanced degree.
- Familiarity with character and character education.
- Familiarity with higher education.
- Familiarity with grantmaking to and from higher education institutions.

Accountabilities:

- Responsible for own work.
- Supervisory and budgetary responsibilities.

Additional Job Description

In an effort to protect the health and safety of the campus community, all faculty and staff positions, excluding staff who perform duties exclusively at Graylyn Conference Center, are required to be [fully vaccinated](#) with an FDA approved or authorized COVID-19 vaccine prior to their hire date. Once hired, faculty and staff must maintain full COVID-19 vaccination status throughout their employment at Wake Forest University. Faculty and staff with disabilities or sincerely held religious beliefs that preclude vaccination should contact Human Resources to request a reasonable accommodation.

Time Type Requirement

Full time

Note to Applicant:

This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by his/her supervisor.

In order to provide a safe and productive learning and living community, Wake Forest University conducts background investigations and drug screens for all final staff candidates being considered for employment.

Wake Forest seeks to recruit and retain a diverse workforce while promoting an inclusive work environment committed to excellence in the spirit of Pro Humanitate. In adherence with applicable laws and as provided by University policies, the University prohibits discrimination in its employment practices on the basis of race, color, religion, national origin, sex, age, sexual orientation, gender identity and expression, genetic information, disability and veteran status and encourages qualified candidates across all group demographics to apply.