



POSITION TITLE:

Founding Director, Center for Social Justice

INSTITUTIONAL PROFILE:

Mission:

Excelsior College is a regionally accredited, private, not-for-profit distance learning higher education institution that provides educational opportunity to adult learners with an emphasis on those historically underrepresented in higher education. The College meets students where they are – academically and geographically, offering quality instruction and the assessment of learning.

Vision:

Excelsior College is a provider of choice for adults seeking access to higher education and academic success, and it is a model for addressing societal and workforce needs.

Values:

Accessibility and Completion – We provide programs and services that meet students where they are academically and geographically and provide support services needed for completion.

Affordability – We prudently manage our resources to invest in people and offer high-quality education credentials at an affordable price.

Excellence – We expect a collaborative effort and full engagement from all to develop and provide programs of exceptional value to students and employers.

Trustworthiness – We value and practice integrity and honesty in our relationships with students, each other, and the communities we serve.

Equity and Inclusion – We practice inclusion by welcoming and valuing all students, staff members and faculty members in our learning community and providing them with educational opportunities.

Collaboration – We work together to develop, deliver and sustain high-quality academic products and services for students.

For additional information about the College's commitment to Social Justice, please [click here](#).

For additional information about Excelsior College, visit: [www.excelsior.edu](http://www.excelsior.edu)

POSITION DESCRIPTION:

Excelsior College seeks to be a role model for best practices in social justice in higher education, and this position is a central part of that effort. The Founding Director of the Center for Social Justice will have the opportunity to create an infrastructure, strengthen cultural competency across the college community, build on a campus culture that supports social justice, and grow initiatives and partnerships that can promote equity, access, participation, and human rights.

Importantly, they will carry out this work with the support of senior leadership and the Board of Trustees.

Reporting directly to the President of the College, the Founding Director of the Center for Social Justice is a senior leader who serves as a catalyst to leverage best practices, relationships and resources to promote an inclusive, enabling environment for learners, faculty, staff and community stakeholders. The Founding Director will have in-depth experience and knowledge of social justice issues, the higher education landscape, as well as diversity, equity and inclusion problems and solutions. The Founding Director will be able to create the Center for Social Justice, implement complex changes and innovative strategies working closely with internal colleagues across the College, government leaders and staff, community organizations and leaders, and partner organizations.

The Founding Director will also work with College colleagues to ensure that CSJ principles related to social justice, diversity, equity and inclusion are reflected in all the College's activities, with an emphasis on collaborating with the Provost and VP of Academic Affairs, Chief Marketing & Business Development Officer, Chief Operating Officer, VP of HR and the HR leadership team, and other key stakeholders.

The Founding Director will be required to spend significant time at our main, Albany NY campus, but is not required to be on-site full-time or to live in the Capitol Region. We are open to alternate work arrangements. Starting date is negotiable, though a fall 2021 start is preferable and a start date no later January 3, 2022 is desired.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: Other duties may be assigned.

- Create and direct the Center for Social Justice at Excelsior College.
- In partnership with Executive Council, develop, implement and oversee the organization's framework and action plan for social justice, diversity, equity and inclusion (DEI) at Excelsior College.
- Advises the Board of Trustees, President, the Executive Council, and the Executive Cabinet on matters related to social justice; maintains a seat on the Executive Council.
- Acts as an ombudsperson who listens and gives voice to issues of equality and inclusion for staff and faculty. Reviews and redirects policies to ensure that they are inclusive.
- Oversees the financial health of the center; builds and maintains its budget.
- Identifies and acquires external funding for the center.
- Leads strategic efforts to widen the appeal of the College to diverse learners.
- Works with the VP of HR and the President's Committee on Diversity, Equity and Inclusion to build and maintain a diverse, inclusive, and equitable work environment for employees of the College.
- Represents the College in the external environment; collaborates with other social justice

and DEI stakeholders to form communities of practice and support.

- Is a thought leader on social justice, diversity, equity, and inclusion. Scans the external environment for emergent ideas and best practices related to social justice and the employee and learner experience.
- Collaborates with human resources/talent acquisition and leadership to enhance recruitment, hiring, promotion and retention of diverse providers and staff, including leadership of both; and provides support to employees with diverse experiences and backgrounds.
- Maintains knowledge of DEI and social justice-related issues and best practices to foster best practices at Excelsior.
- Raises funding from grants and donations to support the work of the CSJ.
- Initiates research initiatives in social justice, diversity, equity and inclusion.
- Develops and oversees CSJ's budget.
- Recruits, hires and oversees the work of the Project Manager of the CSJ.
- Other duties and projects as assigned.

#### QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty well. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A Master's degree
- A minimum of three years of experience leading social justice and/or diversity, equity, and inclusion in a complex organization
- Three years of management or supervisory experience
- A demonstrated track record of strengthening organizational capacity and performance in the areas of social justice, diversity, equity, and/or inclusion.

In addition to meeting the required qualifications, the ideal candidate will bring many of the desired characteristics below:

- A terminal degree (PhD, EdD, JD, MD)
- Experience sourcing and/or writing grants, fundraising, and completing development work.
- Five plus of experience leading social justice and/or diversity, equity, and inclusion in a complex organization
- Higher education experience in the areas of social justice, diversity, equity and/or inclusion

Skills:

- Ability to read, analyze, and interpret substantive written information. Ability to apply critical thinking skills to unique College-related issues, problems and situations.
- Ability to work in a collegial, collaborative and respectful manner with a diverse group of internal and external stakeholders.
- Ability to effectively write and present information to various College and external constituents.
- Exceptional oral and written communication skills with experience in multiple communication modes, including social media, with the ability to articulate the importance of inclusion and diversity to the broader educational mission of the College.
- Ability to translate the operations of the Center for Social Justice into budgetary terms; can construct an operating budget, monitor expenditures and revenues. Can apply a practical understanding of financial statements to strategic and tactical decision-making.
- Has experience with fund development and/or resource acquisition and allocation. Can work with foundations and other funding entities to identify opportunities for the College. Ability to construct compelling proposals and to manage all aspects of the fund development process.
- Position requires managerial skills in interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance and resolving problems.

Physical Requirements:

Ability to meet the physical demands of a typical office position with or without reasonable accommodations. While performing the duties of this job, the employee is regularly required to sit, talk, hear and use a computer for prolonged periods of time, as well as perform other physical aspects of the position as assigned.

Work Environment:

The work environment is a shared office space with computers and monitors on continuously, in addition to a potentially high level of incoming/outgoing telephone calls and/or teleconferencing. The employee will need the ability to screen out distractions.

*Note: This job description is not intended to be a comprehensive list of duties or responsibilities. Duties and responsibilities may change over time or new ones may be assigned at the employer's discretion.*

This search is being assisted by Academic Search, Inc. Inquiries and questions should be directed to Senior Consultant Dr. Scott Flanagan ([scott.flanagan@academicsearch.org](mailto:scott.flanagan@academicsearch.org)). To arrange a confidential conversation with Scott, please use this this Bookings link to access available times and set a call at your convenience:

<https://outlook.office365.com/owa/calendar/ScottFlanagan@academicsearch.org/bookings/>

This position is opened until filled. Review of applications will begin in early July and materials received by July 19, 2021 will be given full consideration. Nominations and application materials should be sent to [ExcelsiorCSJ@academicsearch.org](mailto:ExcelsiorCSJ@academicsearch.org). Applications must include a letter of intent written to illustrate the candidate's preparation to advance the priorities of the Founding Director of the Center for Social



Justice at Excelsior College, current curriculum vitae or resume, and contact information for three references including phone numbers (candidates will be notified prior to references being contacted)