



## Executive Director

<b>Recruitment #:</b>	S24104
<b>Review Date:</b>	Immediate review   Open until filled
<b>Department:</b>	Council of Presidents
<b>Salary Rate:</b>	Salary is commensurate with experience and qualifications

### About Western Oregon University:

Western Oregon University is a regional public, mid-sized university – committed to changing lives, strengthening communities and transforming our world. Located in Monmouth, the heart of Oregon's lush Willamette Valley, WOU is about 20 minutes from Salem, the state's capital and about 75 minutes from Portland, the state's cultural hub.

Western is one of Oregon's oldest public institutions of higher education and was incorporated into the state system as a teacher training institution in 1882. The university offers undergraduate and graduate degrees in arts and sciences, education and professional areas. It's known for small class sizes, a focus on sustainability and a diverse liberal arts education in a student-centered environment. Western is an emerging Hispanic Serving institution, with 41% of undergraduates being students of color.

### Position Summary:

The Executive Director reports to the Council and works directly with the Chair of the Council. This is a full-time, multi-year, unclassified position at Western Oregon University. All Council staff are employees of Western Oregon University, which serves as the Host University for the Council. The Executive Director leads advocacy efforts around universities' shared interests and is accountable for implementing the strategic direction for all Council programs and executing its mission. The Executive Director will develop a deep knowledge of Oregon's seven universities, as well as the legislative committees and public agency entities with which they interact. The Executive Director leads coalition-building efforts by building and maintaining exceptional relationships with university and other higher education leaders, as well as students, businesses, labor, and other stakeholders.

[Click here](#) for the complete position description which includes knowledge areas and preferred qualifications.

### Required Qualifications:

- Bachelor's degree
- Seven years of progressively responsible administrative management experience in a complex organization
- Six to eight years of experience successfully engaging with a board of directors or an equivalent governing body
- Six to eight years of demonstrated experience in government relations and legislative advocacy, including developing and executing strategic agendas
- Six to twelve months of experience in financial management, project management, collaboration, and supervisory roles within a complex organization.

**Required Application materials:** You may submit all materials online at [www.wou.edu/prostaffapp](http://www.wou.edu/prostaffapp)

1. WOU Employment Application form [available here](#) - unclassified/faculty
2. Cover Letter that addresses required qualifications for the position.
3. Resume/CV
4. Name and contact information for 3 professional references

Western Oregon University is looking for equity-minded applicants who demonstrate a sensitivity to and

appreciation for the complexity of the world. We draw our strength as a community from our variety of backgrounds, abilities, cultural experiences, identities, knowledge domains and means of expression. Women, Black, Indigenous and people of color, veterans, people who identify as LGBTQIA+, and people with disabilities are highly encouraged to apply for this position. All interested individuals are encouraged to apply even if they do not meet every one of the preferred qualifications listed.

### **Background/Education Check:**

A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement.

### **Benefits:**

Western Oregon University offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. <http://www.wou.edu/hr/benefits/>

### **Equal Employment Opportunity:**

Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply. We embrace our differences and know that our diverse team is a strength that drives our success.

### **Accommodation Requests:**

Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you would like to request disability-related accommodation(s) to participate in a WOU activity or event, please complete the [online request form](#) at least three (3) business days in advance. If you have questions, contact Disability Services (ODS) at 503-838-8250 or [ods@wou.edu](mailto:ods@wou.edu).

### **Veterans Preference**

Applicants are eligible to use Veterans' Preference when applying with Western Oregon University in accordance with ORS 408.225, 408.230 and 408.235; and OAR 105-040-0010 and 105-040-0015. Preference will be given only if the applicant meets the minimum criteria of the position and electronically attach the required documentation at the time of application. For information regarding Veterans' Preference qualifications, visit <http://www.oregonjobs.org/DAS/STJOBS/vetpoints.shtml>

To stay informed about the progress of this search, we invite and encourage you to explore our career page at [wou.edu/hr/employment/jobs/](http://wou.edu/hr/employment/jobs/). Unfortunately, due to the volume, it is challenging for us to offer individual updates on the status of each application, and for that, we sincerely regret any inconvenience. We thank you for your patience and interest in employment at Western Oregon University.