

The Weldon Cooper Center for Public Service is pleased to announce the search for the Associate Director of the Virginia Institute of Government, the Commonwealth of Virginia's recognized expert in local governance capacity building. This individual will report to the Executive Director of the Cooper Center (who also holds the title of Director of the Institute of Government). The individual in this role will lead a process of transformation for the Institute appropriate to the multifaceted nature of contemporary challenges in governance and civic well-being. This will include:

- managing the Institute of Government's mission, programs, and personnel;
- establishing and maintaining partnerships appropriate to the Institute's mission;
- tracking research and model programs with the goal of fostering a culture of innovation, accessibility, efficiency, and accountability; and,
- providing supervision for the staff involved in directing selected elements of the Cooper Center's leadership and professional development programs, custom training programs, and information services for localities.

This individual will work as a member of the Cooper Center team, collaborating with and building on research, talents, and capacity of Cooper Center staff, other resources at the University, and a staff of two full-time people. This individual will be based in the Institute offices in Richmond and will be expected to work a significant amount of time from the Center's main location in Charlottesville, as well as regularly from our office in Wise.

The Virginia Institute of Government, established in 1994 by the Virginia General Assembly, provides training, technical assistance, and information resources to its member local governments. The Institute began with 60 members and now has a membership roster of over 185 localities. Over the past twenty-five years since the establishment of the Institute, the context for governance has changed significantly in many ways, while attention to providing customized services and training are still highly valued. Major areas of responsibility for this position are:

1. Institute of Government Leadership and Management
 - Assessing needs and identifying the optimal role for the Institute in the future of governance in Virginia
 - Developing and implementing strategies and programs to address priority needs
 - Talent development, staff engagement, and supervision for the staff of the Institute and programs reporting through the Institute
2. Relationships and Partnerships
 - Building and maintaining relationships/partnerships/networks with leading organizations in Virginia serving governance at all levels
 - Scoping and executing new partnerships, pilots, and demonstration agreements bridging expertise within the University of Virginia and the Weldon Cooper Center with officials in localities and in organizations serving Virginians
 - Overseeing joint projects, publications, and offerings with partner organizations and communities (including the Wallerstein internship/fellowship program)
3. Research/Experimentation/Publication
 - Exploring and conducting analyses of practices appropriate to building stronger, more resilient communities
 - Researching best practices to measure the impact of services to our constituents
4. Leadership Development and Programs
 - Collaboratively with colleagues, developing the scope, direction, and approach to leadership development offered through programs offered under the auspices of the Cooper Center
 - As appropriate, supervising and developing staff associated with these programs
 - Tracking innovation and opportunities for partnership with other providers to offer the most practical and contemporary leadership programs available

REQUIRED MINIMUM QUALIFICATIONS:

- Master's degree in relevant field and a minimum of seven years progressively responsible leadership and management experience, especially in public service, or any equivalent combination of education, experience, and applied research.
- Demonstrated capacity to manage multiple complex projects involving competing interests and objectives.
- Ability to lead an effective, service-oriented organization.
- Track record of creative project implementation, applied research, and documented return on investment (outcomes).
- Demonstrated commitment to continual learning and advancement of knowledge and skills in public service.
- Demonstrated ability to communicate effectively with legislators, city and county officials, and engaged residents of communities.
- Demonstrated ability to analyze complex problems, develop and present recommendations, write reports for both lay and professional readers, produce requests for proposals, and implement changes.
- Excellent verbal and written communication skills, with the ability to communicate and interact effectively with the public, within the University, and with all levels of personnel in governance in a positive and cooperative manner.

DESIRED QUALIFICATIONS – In addition to the required minimum qualifications:

- Direct experience working on innovation in governance.
- Experience working with local, state or federal government and nonprofit agencies or organizations.
- Experience with governance, communities, and/or regions in Virginia.
- Track record of publication/presentation of applied research.

To apply, visit <https://uva.wd1.myworkdayjobs.com/UVAJobs>. Complete a Staff Application online and attach a cover letter, resume, and contact information for three references. Questions regarding the application process should be directed to Ashley Cochran, Senior Academic Recruiter at alc6dk@virginia.edu. This individual will be based in the Institute offices in Richmond and will be expected to work a significant amount of time from the Center's main location in Charlottesville, as well as regularly from our office in Wise. The position will remain open until filled.

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The University of Virginia is an equal opportunity and affirmative action employer. Women, minorities, veterans and persons with disabilities are encouraged to apply.