

AMERICAN POLITICAL SCIENCE ASSOCIATION (APSA) POSITION ANNOUNCEMENT

APSA is seeking candidates for the position of **Associate Director, Centennial Center for Political Science and Public Affairs**. The Associate Director leads all aspects of the Centennial Center's mission, operations, and program development. This includes but is not limited to administering research and project-based grant programs and supporting the execution of the Institute for Civically Engaged Research. A central goal of these programs is to increase engagement with and support for a diverse collection of members from a variety of backgrounds, areas of specialty and institution types, and to create an overall environment of inclusivity. Thus, strong candidates will have experience working with diverse populations and will have experience furthering a climate of inclusivity and collaboration. The Associate Director works closely and cooperatively with staff across the association on collaborative programming, especially public engagement, international programs, diversity and inclusion, teaching and learning, and professional development. The Associate Director also works closely with key governance committees including the Centennial Center Advisory Board.

ESSENTIAL RESPONSIBILITIES

- Lead program development and administration of APSA's Centennial Center Spring and Summer Research Grants, Research Partnerships on Critical Issues Grants, Growing Democracy Grants, Special Projects Fund Grants, and Pedagogical Partnerships Grants —including overseeing design of applications and marketing, convening review committees, making award decisions, evaluating grantmaking practices, and overseeing reporting and dissemination of grantee results.
- Tracks grant monitoring and evaluation; works closely with Finance office to ensure stewardship and use of temporarily restricted funds.
- Monitor and implement best practices for grantmaking with attention to diversity, equity and inclusion, impact, and program efficiency.
- Leads planning annual budget for Centennial Center, in conjunction with Finance office and Director of Grant Initiatives and International Programs.
- Develop Annual Meeting programming that highlights grant opportunities and grantee results.
- Prepare annual reports on grantmaking for APSA Council and Senior staff, donors, foundations and members. Evaluates grantmaking at regular intervals.
- Develop new programs and initiatives to fulfil the Center's mission, in collaboration with Director of Grant Initiatives and International Programs, Deputy Director, Executive Director, and APSA staff.
- Provide strategic support to the Institute for Civically Engaged Research directors and participate in annual Institute.
- Serves as staff liaison for Centennial Center Advisory Board
- Oversees work of Program Assistant to ensure provision of support for grant programs

Rogers Smith Presidential Task Force

- Serves as primary staff lead working with the programs resulting from the 2018-2020 Rogers Smith Public Engagement Task Force. Works with Grant Initiatives and International Programs, Director of Finance, and Deputy Director to develop and distribute annual report to the Ivywood Foundation on grant activities.
- Tracks expenses related to task force; works closely with Finance office to ensure stewardship of any grant funds or gifts received and expended in relation to the task force work.
- Works with Director of Grant Initiatives and International Programs and development staff to identify and secure external funding to support Task Force programs.

Other

- Represent the association with external bodies, associations, and groups
- Other duties as required

ESSENTIAL SKILLS & EXPERIENCE

- MA in Political Science or related field; doctoral degree in Political Science or related field preferred
- 2+ years' work experience, background in academia and/or grantmaking a plus
- Knowledge of trends in civic engagement research and practice, and programs supporting scholarship on democracy; or experience working with community-based civic organizations
- Strong organizational skills and ability to collaborate with a variety of individuals is essential
- Ability to communicate effectively with others in person and in writing
- Ability to work independently and as a member of a team
- Ability to set priorities and meet deadlines
- Excellent computer skills and knowledge of data base programs
- Experience with program development, management, and new initiatives for scholars, experience with civic engagement, diversity and inclusion, or cognate initiatives preferred

HOW TO APPLY

To be considered, submit your (1) resume with (2) cover letter indicating how your experience and skills align with the description of this position and the essential skills required of the position. **Send all documents as PDF attachments to hr@apsanet.org. Please include "Associate Director, Centennial Center for Political Science and Public Affairs" in the email subject line.** Consideration will begin on October 18th, and the position will remain open until filled.

ABOUT APSA

The American Political Science Association (APSA) is a 501(c)3 nonprofit scholarly association that serves a membership base of 12,000 in over 80 countries. With a range of programs and services for individuals, departments and institutions, APSA is committed to transparency, open enquiry, scholarly pluralism, high standards of ethics and integrity, and a global perspective. To learn more about APSA, please visit www.apsanet.org.

APSA offers a comprehensive compensation and benefits package and has a Metro-accessible location in DuPont Circle in Washington, DC, with a full-time staff of over 30. In compliance with the CDC and DC guidelines regarding the Covid-19 pandemic, the APSA staff is working remotely until further notice. APSA is an equal opportunity employer committed to workplace diversity, equity, and inclusion.