



**Wilson
Center**

Independent Research, Open Dialogue & Actionable Ideas

FEDERAL VACANCY ANNOUNCEMENT

EXTENDED

ANNOUNCEMENT: CK1140957TW

TITLE: Director (Canada Institute)

OPENING DATE: September 08, 2014

CLOSING DATE: September 26, 2014

PAY PLAN/SERIES/GRADE: GS-0101-15

LOCATION: WASHINGTON, D.C.

WHO MAY APPLY: This is an Excepted Service appointment not to exceed 2 years in the U.S. civil service. All U.S. citizens may

Major Duties: Major responsibilities and duties of the incumbent may include; but are not limited to the following:

- Serves as the Wilson Center's chief expert and strategist on matters pertaining to Canada and serves as senior advisor to the executive leadership of the Center on these issues.
- Provides strategic oversight to a high-impact program designed to improve understanding about Canada and U.S. policy.
- Maintains an individual base of research and publications in his/her own area of expertise (Canadian Studies) and represents the Center to outside contacts with funding sources, policy and business leaders, and professional associations.
- Develops and executes a fundraising strategy, primarily based on private donations from individuals, corporations, and organizations.
- Oversees the operations of the Institute, including supervising and managing the performance of staff within the Program.

Minimum Qualifications: In addition to the basic requirement, applicants must have one year of specialized experience equivalent to the GS-14 level in the Federal service performing work involving:

- Providing strategic leadership and developing public programming in the field of Canadian studies and U.S. policy designed to improve understanding about Canada and US relations.
- Field experience in the region.
- Research, publishing and speaking about U.S.-Canadian issues.
- Supervising employees.
- Securing and managing financial resources from outside organizations and individuals to fund staff and programmatic/outreach activities.

How to Apply: You must apply for this position online through USAJOBS, the Office of Personnel Management's employment web site. Duties, requirements, application procedures and the full text vacancy announcement can be reviewed at the link below.

<https://www.usajobs.gov/GetJob/ViewDetails/373593600>

****Please note:** Applicants must apply online through the USAJOBS website. Application materials submitted to the Woodrow Wilson Center's HR office cannot be considered. **