



**VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT: WC-15-13T**

**POSITION:** Director, Global Women's Leadership Initiative (GWLI)

**OPENING DATE:** April 9, 2015

**CLOSING DATE:** May 8, 2015

**SALARY:** GS-0101-15 (\$126,245.00 to \$ 158,700.00)

**LOCATION:** WASHINGTON, D.C.

**WHO MAY APPLY:** All qualified candidates may apply.

The Global Women's Leadership Initiative (GWLI) is one of fourteen constituent programs of the Woodrow Wilson Center and is a unique platform for change-- connecting current and emerging women leaders, raising the profile of critical issues, advancing inclusive policies, and bringing new research to the forefront.

The Women in Public Service Project (WPSP) is the GWLI's premier program and constitutes the primary responsibilities for program management and staff. Launched by U.S. Secretary of State Hillary Clinton in partnership with the U.S. Department of State and five leading women's colleges -- Barnard, Bryn Mawr, Mount Holyoke, Smith, and Wellesley -- the WPSP is housed at the Woodrow Wilson International Center for Scholars as of June 2012. Founded in 2011, the WPSP has grown to include Scripps, Mills, and Mount St. Mary's colleges, the City College of New York, and other partner institutions around the world.

**DUTIES:** The Director will serve as the manager and executive of the Global Women's Leadership Initiative, which houses the Women in Public Service Project. As such, the Director will ensure the mission of increasing the participation of women in public service globally. Women taking part in leadership and decision-making positions across all sectors of public service, especially public administration and governance, is a priority. The Director will drive the GWLI to meet these goals.

GWLI will be a visible public advocate and respected voice on issues of women's leadership in public service. It will be an aggregator of research and a convener of scholars and practitioners, taking advantage of its location in the Wilson Center and collaborating with other programs there. WPSP was founded to advance women in public service, build effective networks, and serve as a trusted knowledge source on the best practices to realize the "50 by 50" vision. It is a principal source of knowledge about women in public service, and a connector among organizations and individuals concerned with the issue. Toward that end, GWLI must rely on building robust and broad partnerships across government, multi-lateral organizations, NGOs and academia. Some of these efforts take place within the Center itself; others take place as workshops, meetings and/or conferences around the United States and the world.

The Director will:

- Serve as the Wilson Center's chief expert and strategist on matters pertaining to global women's issues and serve as a senior advisor to the executive leadership of the Center and WPSP Advisory Council on these issues.
- Provide strategic oversight to the mission and goals of WPSP.
- Develop a high-impact initiative designed to significantly increase the visibility, global reach and power of the WPSP mission.
- Increase understanding about women in public service, which includes research and publications; meetings, panel discussions, conferences, seminars, and targeted briefings involving individuals from the business, governmental, scholarly, media, and NGO worlds; and media and web-based outreach.
- Work closely with the WPSP Advisory Council comprised of member institutions to engage them actively in strategy, programming, fundraising, and outreach activities.
- Develop and execute a fundraising strategy, primarily based on private donations from individuals, companies, and organizations, to maintain and expand the Institute and oversees all expenditures. The Director is accountable for proper use of grants and donations and must report on fund usage and expenditures for all funds including any secured endowment monies.
- Act as a partnership builder, spearheading efforts to meet the WPSP mission.
- Act as a catalyst to inform policy discussions on key issues related to global women's issues and coordinate activities with the Vice President for External Relations to ensure optimal media outreach and web-based products.
- Seek to include the broadest international, ideological, and professional backgrounds possible in Center programming to build synergies among key stakeholders in WPSP dialogue.

- Oversee the operations of the Initiative, including supervising and managing the performance of staff within the Initiative. The individual is responsible for ensuring that administrative procedures and ethical guidelines are followed in executing Initiative activities.
- Work in cooperation with the Scholars and Academic Relations Office to recommend GWLI related scholars for appointment for periods of residency and/or affiliation with the Center and cooperate in the administration of an annual international fellowship competition. The individual will work closely with resident and non-resident scholars to ensure maximum synergy between programmatic priorities and scholarly research.
- Cooperate on Center-wide projects, themes, special activities and new initiatives that advance the Center's mission and interests, including U.S. relations and policies towards specific regions; energy, resource and environmental challenges; democracy, human rights and social inclusion; and technology and policy that cut across Center programs.

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**MINIMUM QUALIFICATIONS:**

**Basic Requirement(s):** Must possess a mastery of subject matter and be deeply knowledgeable about public/foreign policies as they relate to women's leadership and women in public service and a keen understanding of the players in the field of global women's issues, as evidenced by an advanced degree focusing on global women's issues and related fields and commensurate experience in the field; **OR** must possess extensive experience in the field and expert knowledge of global women's issues.

**AND**

Must possess at least 12-months of full-time, specialized work experience equivalent to the GS-0101-14 grade level. Specialized experience includes: providing strategic leadership and developing public programming in the field of women's issues and research, publishing and speaking about these issues; supervising employees; and securing and managing financial resources from outside organizations and individuals to fund staff and programmatic/outreach activities.

**SELECTIVE FACTORS (required):**

1. Demonstrated ability to direct a program designed to bring scholarship to focus on public policy issues related to the global women's issues
2. Knowledge of global women's issues as evidenced by individual research and publications in the field.
3. Skill in developing and executing fundraising strategies for institutional or individual awards/support.
4. Experience planning, supervising and coordinating the work of subordinates.

**QUALITY RANKING FACTORS (desirable):**

1. Experience working with external partners (i.e. advisory councils and partner institutions)
2. Previous experience developing budgets and managing financial activities.
3. Broad knowledge of women's issues on a global scale.

**WHERE AND HOW TO APPLY:** The Wilson Center does not require a standard application form, but we do require applicants to submit the information listed below. Application materials can be submitted to [jobs@wilsoncenter.org](mailto:jobs@wilsoncenter.org) or to the address at the end of this announcement. It is very important that you fully address how your work experience and education/training meet both the minimum/specialized experience qualifications and the selective factors. These minimum qualification requirements and/or selective factors identify the knowledge, skills and abilities necessary to be eligible to compete for the position. Quality Ranking Factors/Ranking Factors are not mandatory but are used to determine the best qualified candidates among those eligible to compete for the position. Therefore, it is to your benefit to provide a full description of your experience and education/training relative to the job requirements of this vacancy. Rating of experience will be based only on the information you supply.

**JOB INFORMATION:** The announcement number, position title, and grade(s) or minimum salary requirements for the job to which you are applying.

**PERSONAL INFORMATION:** Your full name, mailing address, email address, daytime and evening telephone numbers, salary history, and **country of citizenship**.

**EDUCATION:** Colleges and/or universities attended - include name, city, state; majors and type of degree and year(s) received.

**WORK EXPERIENCE:** Give the following information for your paid and non-paid work experience related to the job to which you are applying: job title, employer's name and address, duties, responsibilities, and accomplishments, supervisor's name and telephone number, starting and ending dates (month and year), hours per week and salary. Please indicate whether or not your current supervisor may be contacted.

**OTHER QUALIFICATIONS:** Any job-related skills (for example computer, foreign language ability, and/or typing skills), training courses (by title and year), honors, awards, volunteer activities, and special accomplishments.

**IMPORTANT INFORMATION FOR ALL APPLICANTS**

1. Applications **must be received** by 11:59pm (Eastern Standard Time) on the closing date.

*The Woodrow Wilson Center is committed to attracting and maintaining a high quality, dedicated and diverse workforce.*

2. **Failure to address the mandatory qualification requirements and quality ranking factors may result in your not receiving credit for all of your pertinent experience. Applicants are strongly urged to address these factors on a sheet or in a cover letter separate from your resume. If you omit the information requested in this announcement your application may be rated ineligible.**
3. Travel and/or a recruitment incentive may be authorized.
4. The use of U.S. government postage paid envelopes is a violation of federal law and will disqualify you from consideration.
5. We provide reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify us. The decision on granting reasonable accommodation will be on a case-by-case basis.
6. Please note: All newly appointed employees must serve a one-year initial trial/probationary period.
7. This position includes supervisory responsibilities and may require a 12 month supervisory probationary period.
8. Males born after 12/31/59 must be registered with the Selective Service System.

*Please Note: All Woodrow Wilson International Center for Scholars positions require fingerprinting of employees hired and will include some additional background checks before employment. The Immigration Reform and Control Act of 1986 requires employers to hire only individuals who are eligible to work in the United States. Upon reporting for work, an individual will be expected to present proper evidence establishing employability. The Woodrow Wilson Center participates in the U.S. Citizenship and Immigration Services' (USCIS) E-VERIFY electronic employment verification process.*

Send application materials electronically to: [jobs@wilsoncenter.org](mailto:jobs@wilsoncenter.org)

Or mail to: Woodrow Wilson International Center for Scholars  
Human Resources WC-15-13T  
One Woodrow Wilson Plaza  
1300 Pennsylvania Avenue, NW  
Washington, DC 20004-3027

**Smithsonian Institution**  
**APPLICANT SURVEY FORM**

The **Applicant Survey Form** is used to collect information from candidates during the search process to evaluate the effectiveness of the Institution's search and recruitment efforts. Please print all responses. **The information provided is not a part of the selection process and will be used for statistical purposes only. Your voluntary responses will have no effect on your consideration.**

**Vacancy Announcement Number:** \_\_\_\_\_

<b>First Name</b>													
<b>Last Name</b>													

**Year of Birth:** 19\_\_\_\_ **Gender:** Male \_\_\_\_ Female \_\_\_\_

**How did you learn about this position? Mark all sources that apply.**

<b>1</b>	<b>Mass media</b> (magazines, newspaper, radio, television, poster, telephone job line)
<b>2</b>	<b>Individual</b> (friend, relative, Smithsonian employee, school or college counselor or official)
<b>3</b>	<b>Information technology</b> (Internet, World Wide Web, or SI Web site)
<b>4</b>	<b>Association or organization</b> (professional, community, religious)
<b>5</b>	<b>Other</b> (please indicate)

**Self-identification by category: (Circle your responses.)**

**Ethnicity:** Hispanic or Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

**Yes**                      **No**

**Race: (Mark all that apply.)**

<b>1</b>	American Indian or Alaska Native	A person having origin in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.  Tribal Affiliation: _____
<b>2</b>	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
<b>3</b>	Black or African American	A person having origins in any of the black racial groups of Africa.
<b>4</b>	White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
<b>5</b>	Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.

**Do you have any disabilities?**                      **Yes**                      **No**

**If yes, do you have a targeted disability? (Mark only one.)**

<b>1</b>	<b>Deaf</b>	<b>4</b>	<b>Partial paralysis</b>	<b>7</b>	<b>Mental retardation</b>
<b>2</b>	<b>Blind</b>	<b>5</b>	<b>Complete paralysis</b>	<b>8</b>	<b>Mental or emotional illness</b>
<b>3</b>	<b>Missing extremities</b>	<b>6</b>	<b>Convulsive disorder</b>	<b>9</b>	<b>Severe distortion of limbs and/or spine</b>