

POSITION DESCRIPTION

TITLE: Director of the Center for the Study of Democracy - (Exempt)

Collective Bargaining - Ineligible - Managerial

Definition - The Board approved definition of a managerial employee is an employee who is engaged predominantly in executive and management functions of the College or who is designated with the responsibility of directing the implementation of management policies and practices and who customarily and regularly exercises discretion and independent judgment in directing the implementation of management policies and practices.

This is a management position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.

JOB SUMMARY:

The Director of the Center for the Study of Democracy (CSD) is responsible for providing students, faculty, alumni and community members with a wide range of academic and civic engagement programs to complement the liberal arts curriculum at St. Mary's College of Maryland (SMCM). The Director collaborates with an advisory board and community partners that notably includes the Historic St. Mary's City Commission and the Patuxent Partnership. The Director provides oversight to the activities of the Center, including fiscal and personnel management, strategic planning, program planning, and implementation. The Director is expected to seek and secure additional funding streams for the Center's operations, in support of expanded and elevated contributions to local, regional, national, and/or international dialogues about democratic principles and practices. This position reports to the Associate Provost.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following and applying the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee handbook.

Leadership:

- Provides mission-driven, strategic leadership for the Center for the Study of Democracy at SMCM.
- Collaborates with senior leadership, faculty, staff, campus offices, alumni and external stakeholders to develop, grow, or elevate existing initiatives aligned with democratic values, civic responsibility and/or student leadership.
- Provides visible presence/contribution to local, regional, national, and/or international dialogues about democratic values and practices, civic responsibility and engagement, and civil discourse.
- Facilitates the Advisory Board for the CSD, which includes internal and external constituencies.

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- Liaises and collaborates regularly with community partners; expands the network of community partners collaborating with the CSD.
- Monitors and assesses program impact, student engagement and strategic outcomes to ensure effectiveness and to guide continuous improvement.
- Manages the Center's budget responsibly, in accordance with guidance from the SMCM Foundation and the College.
- Supervises professional and/or student staff working at the Center.
- Prepares annual reports and/or presentations for relevant constituencies on the work of the Center.

Curriculum Implementation and Support:

- Develops/maintains sustained partnerships with academic programs and faculty that integrate democracy-related programming into the curriculum across disciplines.
- Facilitates workshops, fellowships and working groups for faculty interested in enhancing civic dimensions of their teaching and scholarship.
- When relevant, coordinates civic engagement, leadership, and/or experiential activities for students (i.e., internships, fellowships), consistent with the missions of the Center and of SMCM.

Development & External Funding:

- Partners with both the College's Office of Research and Sponsored Programs and the Advancement Office to identify strategic and specific funding opportunities that will elevate the Center's program caliber and contribute to its growth.
- Develops compelling proposals and cases for support that effectively articulate the Center's goals and secure such investment from various external sources.
- Cultivates and maintains strong relationships with existing and prospective donors and funding organizations to secure additional financial support for the Center's mission.

MINIMUM QUALIFICATIONS:

- Education: Master's Degree or equivalent advanced degree appropriate to the work of the Center; Doctoral or terminal degree in a field appropriate to the work of the Center is preferred.
- Experience in higher education, particularly in civic or public service initiatives preferred.
- Prior leadership or significant responsibility in a setting funded by external revenue is preferred.
- Established voice/presence as a scholar or expert in a field aligned with the Center's Mission.
- Demonstrated success in program development, grant writing and cross-functional collaboration.

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- Deep and demonstrable knowledge of democratic systems, civic engagement and public leadership.
- Excellent written and oral communication skills.
- Excellent interpersonal skills with the ability to work flexibly and effectively with various constituencies.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.