OPEN POSITION
EXECUTIVE DIRECTOR
CLICK HERE TO APPLY

ORGANIZATION OVERVIEW
The National Women's Studies Association (NWSA) is the pre-eminent feminist higher education organization in the U.S. We promote and support the production and sharing of knowledge about women and gender through teaching, learning, research, and service in higher education, academic, and non-academic settings. Our work emphasizes the importance of Women, Gender and Sexuality Studies’ (WGSS) scholarship that is comparative, global, intersectional, and interdisciplinary to understanding the arts, humanities, social sciences, and sciences. We demonstrate the contributions of feminist scholarship to the building of an equitable society.
We are a membership organization. Our 2,300 members pursue a just world – one free from systems of privilege or structures that oppress or exploit some for the advantage of others. Our vision is a world in which all persons can develop to their fullest potential. Our main activities are: issuing publications to promote a culture of learning about WGSS; organizing events for WGSS programs and departments nationwide; and leading the planning and execution of our annual academic conference - attended by nearly 3,000 people each year.

Learn more at www.nwsa.org

POSITION DESCRIPTION
The Executive Director (ED) will lead the strategic, operational, financial, communications, and administrative functions of NWSA. The ED reports to the NWSA’s Governing Council (GC), primarily through the NWSA President. The ED is expected to work collaboratively with the GC on all organizational matters and decisions. This is a full-time position. This position is remote except for meetings and events which are in-person.

The ED will help NWSA implement the following priorities:
- Continue to advance NWSA’s vision and strategic direction to grow the field of WGSS and to support WGSS programs nationwide;
- Increase NWSA’s institutional member base;
- Bring NWSA’s analysis and voice into national social and political conversations pertaining to intersectionality;
- Implement a robust fundraising strategy;
- Execute a successful annual conference; and
- Build an active network of non-academic supporters and partners such as professional organizations and feminist and activist groups doing work on WGSS related fields outside of academia.

The ED’s responsibilities include:
- Manage the day-to-day operations of NWSA including effective fiscal management and communications (annual report, newsletters, and social media);
- Lead a high-performing team and foster an environment of professional development for staff;
- Oversee all programming including the annual academic conference; the chairs and directors meetings; GC meetings; webinars; special events; and new programs;
- Serve as spokesperson for the organization alongside the GC President;
- Manage outreach to existing & potential NWSA members;
- Coordinate support for WGSS programs and departments nationwide.

ED REQUIREMENTS
- Minimum of 5 years of career experience in relevant fields including higher education, the nonprofit sector, organizational management, and/or public policy, advocacy, among others;
- Motivated self-starter with strong administrative, operational, financial management, and inclusive and collaborative leadership skills;
- Experience in fundraising with institutional and individual donors;
- Experience designing, organizing, and executing large-scale events;
- Proven commitment to advancing WGSS scholarship and leadership for women, especially women of color;
- Strong oral and written communication skills for multiple audiences including the general public and NWSA stakeholders;
- A record of activism and/or advocacy in WGSS and/or social justice, including but not limited to white papers, media engagement, and publications;
- Ability to quickly integrate into the WGSS community with an academic and activist commitment to the field of WGSS.

Preferred qualifications: Advanced degree (MA, MSW, MPA, MBA, MPH, MPP, Ph.D Ed.D, JD, etc) in relevant fields.

This position offers a competitive salary starting at $120,000. NWSA offers generous and comprehensive health benefits, two-weeks paid vacation per year, and retirement plan. To apply, please click here. Application includes: cover letter, CV/Resume, short bio.