Director of the Center for Women in Politics and Public Policy

The Opportunity

Texas Woman’s University in Denton, Texas, invites applications, nominations, and inquiries for the Director position of the Center for Women in Politics and Public Policy (CWPPP). The University seeks an accomplished, visionary leader with superior communication skills to be the leading spokesperson and operational administrator for the CWPPP. Reporting to the Senior Director of the Jane Nelson Institute for Women’s Leadership, Shannon Mantaro, the Director will expand upon the CWPPP’s existing accomplishments by cultivating new partnerships, developing new programs, and elevating the Center, on a national scale, as a premiere thought leader for women in public service, advocacy, and leadership. As an advocate and champion for women in politics and public service, the Director will work collaboratively with internal and external constituents, including policymakers, legislators, government officials, and for-profit and non-profit organizations, to promote the CWPPP and increase opportunities for women. Furthermore, the Director has the unique opportunity to conceptualize, develop, and lead initiatives and programs that bring prominence to the recently launched Sue S. Bancroft Women’s Leadership Hall, an interactive history exhibit that showcases the contributions and leadership legacy of Texas women in politics and public policy.

About Texas Woman’s University

Founded in 1901 as the Girls Industrial College, today, Texas Woman’s University System is the nation’s only university system with a focus on educating women. TWU has 16,000 students, 89% of whom are women. Dr. Carine M. Feyten became the eleventh president and second chancellor of Texas Woman’s University in 2014. According to U.S. News and World Report, Texas Woman’s University tied fourth in the nation for student diversity with 67% of the undergraduate enrollment represented by minority students, making it a majority-minority institution with designation as a Hispanic Serving Institution (Hispanic, 34%; White, 31%; Black, 20%; Asian/Pacific Islander, 11%; International/other, 4%). In addition to the flagship, Denton location, the University System also has two other campuses located in Dallas and Houston as well as an e-learning campus, offering innovative online degree programs.
Committed to transformational learning, discovery, and service in an inclusive environment that embraces diversity, Texas Woman’s University inspires excellence and a pioneering spirit. The University prides itself on providing students with a high quality, well-rounded educational experience in one of the nation’s safest campus environments. Texas Woman’s is well known for its contributions and leadership in the fields of education, nutrition, business, the arts and sciences as well as nursing and health care professions. Accredited by the Southern Association of Colleges and Schools Commission on Colleges, the University offers the student support, class sizes, and campus esthetics more typically found at a private university. Through its varied array of program offerings, Texas Woman’s empowers students, many of whom come from traditionally underrepresented populations, to succeed in all facets of life to include career, leadership, service, health, and well-being.

Please view this [video](#) to learn more about Texas Woman’s University.

**About Denton, Texas**

Texas Woman’s University’s main campus is located in the historic North Texas town of Denton, in the Dallas-Fort Worth Metroplex, with a population of nearly 140,000. Denton is known for its friendly, small-town feel paired with big-city amenities. Consistently named one of Texas’ and the nation’s best college towns, Denton offers a variety of cultural entertainment, featuring live performing arts venues, music and film festivals, museums, and historical sites. Additionally, Denton is home to 30 parks, featuring 300 acres of open space, 3 recreation centers, a water park, and community swimming pools. In addition to hike and bike trails throughout the city, there are also nearby lakes and state parks that contribute to exciting outdoor recreational opportunities.

Please click [here](#) to learn more about Denton, Texas.

**Institute & Center Overview**

**Jane Nelson Institute for Women’s Leadership**

Named in honor of the 10th woman elected to the Texas Senate and the first to represent Denton County, the [Jane Nelson Institute for Women’s Leadership](#) (JNIWL) at Texas Woman’s University is dedicated to preparing women for leadership roles in business and public service. The Institute is led by executive director and chief officer [Mary Anne Alhadeff](#), a trailblazer within the public broadcasting system and the North Texas nonprofit community. Comprised of three specialized centers — [Center for Student Leadership](#), [Center for Women Entrepreneurs](#) and [Center for Women in Politics and Public Policy](#) — the Institute provides multiple platforms for women to advance their leadership skills and experience through education, mentoring, and networking opportunities. The Centers provide support to women in establishing careers as successful C-suite executives, building entrepreneurial businesses, and developing the framework necessary to run for public office.
Center for Women in Politics and Public Policy

The Center for Women in Politics and Public Policy seeks to increase the number of women in leadership positions in public service. The Center’s goal is to become a destination for young women who desire to dedicate their professional careers to public service, advocacy, and leadership. Many different programs and opportunities are provided through the CWPPP and include the following:

**Sue S. Bancroft Women’s Leadership Hall** - Named in honor of former Texas Woman’s board of regents chair, the Sue S. Bancroft Women’s Leadership Hall is an interactive history exhibition gallery that showcases the contributions and leadership impact of Texas women in politics and public policy. Created to teach students about accomplished women leaders and inspire them to become leaders themselves, the hall offers four exhibits including 12 Texas women from diverse backgrounds who discovered their passions and channeled their courage and Texas grit to make a lasting impact on politics and public service; women making history in the 2018 mid-term election during which an unprecedented number of U.S. women ran for office; a civics learning center in which visitors can try their hand at running a Texas County municipality; and women’s suffrage through the lens of Minnie Fisher Cunningham, a leader in the Texas women’s suffrage movement.

**EmboldenHER** – Research shows that women need to be asked several times to run for office before they commit, and they also want to feel ready before they do so. In an effort to encourage and prepare women to run for public office, EmboldenHER offers a free, online workshop series designed to help Texas women mentally and practically prepare for this journey. Women receive advice about topics critical to preparing and running an election campaign to include getting started, selecting a treasurer, profiling a district, working with political parties, getting out the vote, precinct walking, messaging, and fundraising. A non-partisan program, this community-based campaign training was created for Texans in conjunction with the Ready to Run National Network. Through the program, women have the opportunity to work with elected and appointed leaders, campaign consultants, political party officials, and policy experts.

**PLEN Seminars** - The Center for Women in Politics and Public Policy sponsors scholarships to several Public Leadership Education Network (PLEN) seminars in STEM, health, and global policy. The Center also co-hosts a one-day seminar with PLEN on health topics important to the women of Texas, with the goal of increasing women’s familiarity with the policy field.

**Research Projects** - The Center for Women in Politics and Public Policy supports research that offers data-driven suggestions for increasing the number of women in politics and public policy. These projects help guide future programming in the areas of campaign training and civics education.
Online Post-Baccalaureate Certificate in Women in Politics is a collaboration between the University’s Department of History and Political Science and the Center for Women in Politics and Public Policy. The program includes the training necessary to run for office, organize campaigns, work for an advocacy group, and provide consulting, budgeting, and fundraising services.

Director’s Role of the Center for Women in Politics & Public Policy

The Director of the Center for Women in Politics and Public Policy will manage all administrative and financial functions as well as oversee, create, and support programming focused on preparing women to pursue leadership opportunities in politics and public policy. The Director is responsible for the supervision and direction of the work of employees of the Center for Women in Politics and Public Policy. The Director will work with TWU library faculty and the Curator of the Sue S. Bancroft Women’s Leadership Hall to develop public exhibits and special collection archives that position the Hall as a premiere destination for women’s leadership exhibits, educational opportunities and events that highlight the accomplishments of women in politics and public service. Work is performed under minimal supervision with a broad latitude for initiative and independent judgment, and performance is based on the effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies and Procedures.

Organizational Relationships

Reports to: Senior Director, Jane Nelson Institute for Women’s Leadership

Supervises: Associate Director, Program Coordinator, Curator, & faculty in residence

Essential Duties and Responsibilities - May include, but not limited to the following:

- Articulates the mission of the center as a resource for women in politics and/or public policy.
- Oversees the center’s budget, finances, operations, communications, technological infrastructure, marketing facilities, and day-to-day supervision of staff.
- Oversees the development of public exhibits and special collection archives that position the JNIWL’s Sue S. Bancroft Women’s Leadership Hall as a premiere destination for women’s leadership exhibits, educational opportunities and events that highlight the accomplishments of women in politics and public service.
- Plans and organizes the Center’s programs, including public exhibits and archives, conferences, and trainings.
- Establishes and enhances relationships with policymakers, legislators, and government officials, for-profit and non-profit organizations.
- Develops annual plans that include programming, events, and education as it relates to both the CWPPP and the Sue S. Bancroft Women’s Leadership Hall.
• Collaborates with other Centers within the JNIWL to foster the advancement of women leaders in Texas.
• Serves on the Executive Director/Chief Officer’s leadership team.
• Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies and Procedures.

Additional Duties
• Works effectively with TWU and community partner organizations.
• Serves on committees as requested.
• Performs other duties as requested.

Qualifications & Characteristics

Education
Bachelor’s degree in social policy, public policy or a closely related social sciences field required.

Experience
Five years’ experience and a record of substantial, documented, and meritorious experience as a senior manager of a for- or not-for-profit organization, an elected official, a campaign manager or consultant, a senior leader of public policy, or a senior faculty/department chair at an educational institution.

Requirement
Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

Knowledge, skills, & abilities
• Demonstrated knowledge of the political structure at the local, state, and national level.
• Ability to organize work effectively.
• Ability to work effectively as part of the senior leadership team for the JNIWL.
• Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
• Ability to use a personal computer and other office equipment, including related university software and email.

Preferred Skill Set:
• Experience working with and advocating on behalf of diverse populations
• Experience with media relations
• Fundraising and grant acquisition experience
**Salary Range**

$ 100,000 – $115,000

**Benefits Overview**

Texas Woman’s University’s comprehensive benefits package is a valuable part of employment. As a state employee, benefits are offered under a group program administered by the Employees Retirement System of Texas, Teacher Retirement System of Texas, Optional Retirement Program, and Texas Woman’s University. For a full listing of benefits, please click [here](#). A relocation package is also available.

**Applications and Nominations**

Texas Woman’s University has secured Capstone HigherEd Services, LLC to assist with the search for the next Director of the Center for Women in Politics and Public Policy. As such, inquiries, nominations, and application materials should be directed to the following contact:

Dr. Diana Pino  
Capstone HigherEd Services, LLC.  
[TWU@CapstoneHigherEd.com](mailto:TWU@CapstoneHigherEd.com)  
713-955-2122 ext. 1000

Inquiries, nominations, and applications are now being accepted. For best consideration, please submit application materials by **May 29, 2022**, however the position will remain open until filled. Application materials should be submitted via email to [TWU@CapstoneHigherEd.com](mailto:TWU@CapstoneHigherEd.com) in PDF format and consist of the following:

- A letter of interest/cover letter
- A current CV or resume
- Contact information for at least three professional references (name, phone number, email address, and relationship to applicant). References will not be contacted without prior approval from the candidate.

*Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.*

*Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.*

*All positions at Texas Woman’s University are deemed security sensitive requiring background checks.*