



## COUNCIL ON SOCIAL WORK EDUCATION

### **Director, Minority Fellowship Programs**

The Council on Social Work Education (CSWE) seeks an experienced program manager to lead its Minority Fellowship Programs (MFP). MFP helps ethnic minority students complete their doctoral studies in social work and includes recruitment outreach, pipeline development and supportive services to alumni and current program fellows. The director provides leadership and direction on the recruitment and retention of applicants and participating colleges and universities; reviews and analyzes research data relevant to the program and its participants; serves as a leader in facilitating meetings; and takes a leadership role with development and dissemination of project materials and identification and preparation of grant proposals and reports.

The director works closely with CSWE's leadership to integrate the work of the MFP into the overall strategic plan of the organization. Additionally, this position collaborates with marketing staff to market programs and develops online services and other communication media covering topics of interest to fellows such as program expectations, cultural competence and substantive mental health issues.

The ideal candidate will have:

- PhD in Social Work and 4 years of program management experience preferably with a nonprofit and/or academic institution; supervisory experience preferred
- Demonstrated understanding of issues affecting the minority social work education community, including issues related to student recruitment, retention, and mentoring preferred
- Ability to travel domestically approximately 3 times per year
- Excellent oral and written communications skills including demonstrated presentation skills
- Demonstrated networking and coalition-building skills including the ability to communicate issues of importance to the Minority Fellowship Program and its participants
- Experience with writing grants and preparing proposals
- Demonstrated ability to multi-task and work independently while remaining highly organized
- Understanding of general research principles; experience using SPSS strongly preferred
- Demonstrated computer skills including proficiency in Microsoft Office Suite.

Salary is commensurate with experience and other qualifications. To apply, please send a cover letter, resume, and salary requirement to [HR@cswe.org](mailto:HR@cswe.org) or fax to (703) 683-8099. Application materials may also be sent to CSWE, Attn: Human Resources, 1701 Duke Street, Suite 200, Alexandria, VA 22314.