Program Manager - Women’s Leadership Initiative (WLI)
Lerner College of Business & Economics
Part-time position – 20 hours per week

Context of the Job
The Women’s Leadership Initiative (WLI) at the Lerner College of Business and Economics at the University of Delaware educates, connects, and advocates for our students, faculty, alumni, and professional community to advance women’s leadership. Reporting to the Co-Directors of the WLI, the Program Manager provides logistical and communications support for programs, events, correspondence, research, and engagement. This is a part time position. The Program Manager will be expected to work on average 20 hours per week.

Major Responsibilities
- In collaboration with Co-Directors, build strategic vision for the women’s leadership initiative
- Handle primary implementation of the strategic vision for the women’s leadership initiative.
- Build and maintain relationships with alumni and Steering Committee members
- Utilize her/his own professional network, and take initiative to build a network with other professionals and organizations to further the vision for the WLI
- Work with an Administrative Assistant to organize logistics for meetings and events, along with the Lerner Events team
- Work with an Administrative Assistant to schedule meetings and networking events, among Co-Directors and other stakeholders, and prepare agendas and materials
- Lead meetings, keep meetings minutes, and oversee follow-up tasks
- Collaborate with Co-Directors on new project design and implementation, including research and WLI programs and opportunities
- Collaborate regularly with Lerner Development, Events, and Career Services staff, and Registered Student Organizations
- Lead and coordinate WLI administrative assistant and student staff
- Write strategic reports and designs presentations
- Continually research internal and external grants and other funding opportunities, advise and collaborate with Co-Directors, and draft and submit proposals

Qualifications
- Bachelor’s degree, with 5-10 years of program management and leadership experience, or equivalent combination of education and experience, Master’s or Doctoral degree is a plus
- Effective leadership ability, verbal and written communication, human relations and time management skills
- Ability to:
  - take initiative and make independent decisions and judgments
  - network with executive contacts and build relationships
  - interact and communicate effectively with a wide range of constituencies
  - organize, analyze, and utilize data, records, and logistics
  - resolve complex problems/issues and to make complex administrative/procedural decisions and judgments
- Advanced techniques in Microsoft Word, Excel, and PowerPoint, and significant internet capabilities
- Project management skills—define project parameters and scope, design a work plan, execute logistics with attention to detail and under deadline pressure, all while maintaining a budget and staying on schedule
- Knowledge of federal grants administration and regulations, university policies and procedures, and familiarity with UD accounting and proposal processing systems are a plus.
This is a part-time miscellaneous wage position with no University of Delaware benefits. The position averages 20 hours per week; schedule to be determined. To apply, submit cover letter, your current résumé/CV, and contact for three references to Dr. Amanda Bullough, bullough@udel.edu.

Application deadline: October 31st, 2018. Review of applications will begin immediately and continue until the position is filled.

Employment offers will be conditional upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment. The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members and Women. The University’s Notice of Non-Discrimination can be found at http://www.udel.edu/aboutus/legalnotices.html