



## COUNCIL ON SOCIAL WORK EDUCATION

### POSITION DESCRIPTION

**JOB TITLE:** Associate Director, Minority Fellowship Program

**FLSA STATUS:** Regular Full-Time / Exempt

**REPORTS TO:** Director, Minority Fellowship Program

**EFFECTIVE DATE:** January 2020

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### POSITION SUMMARY

The [Minority Fellowship Program](#) (MFP), funded by a grant from the [Substance Abuse and Mental Health Service Administration](#), helps ethnic minority students' complete graduate studies in social work (master's or doctoral degrees). The MFP program's master's and doctoral fellowships involve recruitment outreach; stakeholder and pipeline development; application, review and selection of program recipients; training and support to fellowship recipients; and ongoing communication with current and alumni fellows. The MFP Associate Director will head the daily operations of MFP and implementation of the policies and procedures; acts as a liaison for MFP relationships with other organizations, assists with strategic planning, evaluation, and other essential programmatic functions necessary to provide quality programming to fellows. This position is based at CSWE in Alexandria, Virginia.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Works closely with CSWE's MFP Director and the Vice President of Education to integrate the work of the Minority Fellowship Program into the overall strategic plan of the organization.
- Develops and implements the processes and procedures of MFP master's and doctoral fellowship project goals and objectives
- Participates in the planning and implementation of training for MFP fellows, both in-person and online
- Evaluation of MFP fellowship goals and objectives by the creation of surveys for current fellows and alumni
- Supervises assigned MFP staff members

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The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. This is a grant-funded position and is renewable annually.

- Monitors compliance with grant requirements and is responsible for correcting any compliance related matters
- Manages and monitors MFP fellowship budget. Creates financial progress reports to funders and for internal use
- Maintains the fellowship's online application, renewal, and review system
- Sustains effective working relationships with CSWE Finance Office staff members; participates as a member of the MFP Finance Team
- Collaborates with MFP Director on the preparation and submission of MFP fellowship grant proposals
- Works in partnership with MFP Director to prepare internal reports and reports to funder
- Maintains MFP database and spreadsheets on MFP fellows and alumni; conducts queries and reports as needed
- Uses various search methods to access information and materials relevant to topics of interest to MFP fellows, issues relevant to grant target populations and presents findings to MFP Director
- Sets communication strategy to maintaining contact with current MFP fellows, alumni, and stakeholders
- Works with the MFP staff and CSWE's IT/communications staff to update and maintain MFP webpages on the CSWE website
- Perform other duties as assigned and directed

#### **Other Duties**

- Supports in implementing the recruitment process and marketing of the MFP fellowship to colleges/universities, organizations, students, and other key stakeholders
- Actively participates with MFP Director for planning and implementation of program training activities at national conferences, and implementation of all MFP volunteer meetings, in-person and conference/webinar
- Represents MFP as needed at meetings relevant to the program

#### **QUALIFICATIONS, KNOWLEDGE, SKILLS**

- Master's degree required, master's in social work strongly preferred
- At least 5 years of program management experience, preferably with a nonprofit and/or membership organization
- Experience with writing grants, preparing proposals, and managing budgets essential
- Demonstrated ability to multitask and work independently with detail-oriented organizational skills required
- Ability to use technology to collaborate with and supervise staff members in a remote work environment
- Knowledge and/or experience with a fellowship and/or training program highly desired

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- Knowledge of social work education strongly preferred; minority recruitment and retention experience desirable
- Excellent oral and written communication skills, including demonstrated presentation skills
- Demonstrated computer skills including proficiency in Microsoft Office Suite; knowledge of relational database applications preferred; experience with MS Access a plus
- Experience with Web design, e-newsletters, and/or social media marketing desirable

## **ADA SPECIFICATIONS**

This position is primarily sedentary and is performed in an office setting. The physical demands of this position include use of a computer, telephone and standard office equipment; and to carry articles used in program activities. Occasional travel within the United States may be necessary.

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