

NDCPD Assistant Director



NDCPD is seeking interested applicants for the Assistant Director position. This person will provide leadership support to NDCPD and staff, and develop resources, projects, products and partnerships for the Center. The successful applicant will:

- serve on the NDCPD Core Executive Leadership Team,
- provide post-project management guidance to NDCPD's project directors,
- lead/serve on appropriate externally funded NDCPD projects; and
- coordinate professional development activities for NDCPD staff members.

Applicants must be a current NDCPD employee and have a Master's degree (other degree levels and/or experience will be considered). Applicant should have experience with project operation, resource development and professional writing. In addition, applicant should:

- be familiar with local, state and federal grant development,
- be familiar with current research, laws, regulations, and policies affecting human services in the disability field,
- have a track record of successful grantsmanship including project management and supervision, and
- have experience in providing technical assistance to community service agencies and individual staff.

The position is 50% FTE and will require in and out of state travel.

Application

Interested individuals should submit application to Dr. Askvig. The application should include:

- application letter (two pages maximum) describing her/his qualifications for the position and potential ideas for moving forward with the position,
- a current vitae, and
- a plan for covering the FTE they would release.

Applications are due by end of business on Friday, April 21, 2017.

The NDCPD Core Executive Leadership Team will review all applications and make the selection. Interviews will not necessarily be required, but they may occur. Pending adjustments to project assignments, workload and other commitments, the individual will begin the assignment on July 1, 2017.