



COUNCIL ON SOCIAL WORK EDUCATION

JOB DESCRIPTION

JOB TITLE: Director of Research

FLS STATUS: Exempt/ Regular Full-Time

OFFICE: Office of Social Work Education and Research

REPORTS TO: President and Chief Executive Officer

EFFECTIVE DATE: July 2014

UPDATED: June 2014

POSITION SUMMARY

The director of Social Work Education and Research serves as a member of the organization's President's Advisory Council (PAC) and provides leadership to the Institutional Research division of the Council on Social Work Education (CSWE). The director sets the strategic plan for research within CSWE and leads the design and administration of research activities to meet overall goals and objectives. The director facilitates connections with CSWE stakeholders, professional organizations, foundations, and government entities to promote social work education research and the initiatives of CSWE. The director will work to identify new and emerging areas of research important for social work education and promote the research of CSWE through publications, presentations at conferences, and through new and innovative means to disseminate findings widely, efficiently, and effectively.

The director also works with various research committees and with the CSWE Board of Directors, commissions, councils, and task forces in support of program goals, objectives, and activities. The individual manages grants and contracts related to Institutional Research. The position ensures that the projects/programs are administered in accordance with the grant/contract agreements, including coordination of staff and volunteers to meet project goals in a timely manner. The position serves as primary contact between CSWE and the granting organization, maintains the project budget, and provides all progress and final reports to the granting organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Formulate and develop the organization's research strategic plan
- Provide strategic leadership and participate in the development of policies, procedures, and guidelines related to research
- Serve as a member of CSWE's senior management team (PAC)

- Provide oversight for the Institutional Research division, ensuring positive interactions with other offices and with other stakeholders
- Coach, mentor, and lead research team and provide direction and administrative management of division operations
- Identify research opportunities that build capacity for social work education research
- Track policy-relevant, evidence-based information, reports, and studies about social work education and education research
- Develop and manage a resource repository on innovative practices, evolving issues, and developing trends in social work education
- Provide leadership and vision for all research projects, including development of short- and long-term research plans, deliverables, work plans, and timelines
- Analyze, interpret, and clearly and accurately communicate (both in writing and speaking) all data collected from research projects to a variety of audiences
- Represent and promote CSWE and social work education research through the publication of papers, the giving of presentations, and by encouraging and identifying opportunities for Institutional Research staff to do the same
- Facilitate links with professional and government bodies
- Initiate and maintain project collaborations and strong professional relationships with researchers, educators, and policymakers
- Develop and oversee budgets and policies and procedures for the Institutional Research division
- Identify and apply for grants, including directing grant writing
- Judiciously manage fiscal resources for research activities

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIRED

- Master's degree (MSW preferred)
- Minimum 5 years in a leadership role and experience in nonprofit organization and budget management is a plus
- Experience in management of research staff and team-building competencies
- Experience managing research projects, including grant-funded projects
- Effective and succinct writing competencies and demonstrated writing ability with a track record of securing grants, publishing academic articles, and presentations at conferences
- Strong interpersonal and collaborative skills in working with researchers and practitioners
- Organized, having the ability to multitask and handle timelines and priorities
- Proficient in the use of statistical software and database systems, SPSS experience preferred
- Proficient with Microsoft Office Suite applications (Word, Excel, Access, PowerPoint)
- Ability to travel 1–2 times per year

ADA SPECIFICATIONS

- May be required to use computer screen for extensive periods of time
- Occasional lifting of 15 to 20 lbs.
- Extended working hours and travel may be necessary

The above statements are intended to describe the general nature and level of work being performed by the individual(s) 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.