



Position: Director of Programs

Start Date: May 1, 2021

Position Summary:

Heterodox Academy (HxA) is seeking an innovative and forward-thinking individual to step into the newly created role of Director of Programs, and expand the organization's programmatic offerings. This position oversees the development, delivery, evaluation, and ultimately the success of HxA's programs (both virtual and in-person once it is safe to do so) for our members, affiliates, and public audiences. The Director of Programs will act as an external face for HxA by hosting events, writing and speaking in external media outlets, and must successfully represent HxA to a wide variety of stakeholder audiences. The Director of Programs should have a strong understanding of how social and political contexts can shape and frame higher education.

Specific Duties:

- Develop and produce a cohesive, strategic, annual events and programming calendar that is responsive to the trends in higher education and drives HxA's mission forward;
- Plan monthly themes to guide content direction and focus; solicit thematic contributions from members;
- Identify and engage panelists, moderators, and others as needed for events and programs; host and moderate HxA events as appropriate;
- In coordination with the President, identify and own the intellectual programming and overarching theme(s) for the annual HxA conference; plan and execute the complete conference program with support from the HxA Programs Team;
- Manage the HxA's Tools & Resources Library: including creating new tools, implementing an ongoing evaluation process of tools, and working with the Director of Communications to market tools & resources to members and others in the academy;
- Own the creation of the grant-funded "Best Practices Guide" for campuses, including soliciting feedback from on-campus stakeholders;
- Solicit high quality writing for Heterodox: the HxA Blog; ensure that the blog represents a diverse range of viewpoints and scholars (e.g., varying disciplines, institution types, institution roles, areas of expertise, geographic locations, career stages, etc.)
- Work closely with the Director of Communications to promote HxA and its mission (through written or spoken word) in external outlets that appeal to a variety of audiences;
- Develop original content for a variety of audiences, including op-eds and blog posts; confidently and accurately represent HxA in periodic media interviews or events;
- Develops a strategic plan for the HxA podcasts
- Manage the relationships with programming-related vendors
- Ensure programmatic excellence through development and implementation of performance and outcomes measures
- Collaboratively lead a team of programming staff and effectively engage them to produce stellar events
- Monitor news and initiatives within higher education to ensure that HxA program staff remains well-informed
- Oversee the HxA Writers Group



Required Qualifications:

- Ph.D and a deep love for and understanding of the academy;
- Faculty and/or administrative experience;
- Demonstrated commitment to open inquiry and viewpoint diversity;
- Prior work experience in corporate or non-profit settings as well as academic settings preferred;
- Management experience;
- Program development experience;
- Excellent written and verbal communication skills, and the ability to tailor those skills to a variety of different audiences; Excellent public speaking skills;
- Must work well under pressure; ability to prioritize amongst multiple, competing responsibilities, and have exceptional time-management skills;
- Service-oriented and a team player; display positive “can-do” attitude;
- Keen attention to detail and follow through; ability to stick to budgets and timelines;
- Ability to exercise good judgement and independent decision making;
- Demonstrated fluency with the Microsoft Office Suite, Google Suite for Business, Salesforce (or similar database), and Asana project manager (or similar software);

Duties are performed independently and involve planning, attention to detail, initiative, and follow through. Some work may be performed without close review and involves knowledge of the organization, its interests, partners, and goals; the Director of Programs will be expected to exercise independent judgement in making decisions.

This full-time, at-will position starts immediately.

Knowledge, Skills, and Dispositions: You would be a good fit for our team if the following attributes describe you:

- **Team player.** We are a small team that values collaboration, support, and engagement. You enjoy being a team player, display a positive, optimistic attitude, have the ability to recognize and celebrate wins of all sizes, are open to constructive, supportive feedback, and demonstrate a commitment to consistently improve both your own performance and that of your team.
- **Political tolerance and flexibility.** We don't care what your politics are, but you must be able to respect and advocate for the inclusion of diverse people with diverse perspectives, including progressive, conservative, and libertarian ideas and scholars.
- **Excellent organizational and process skills,** including the ability to effectively track the status of ongoing projects and find needed documents and information quickly. Ability to independently organize, plan, prioritize, and carry out responsibilities, establish processes for self and others, and to finish tasks by established deadlines.
- **Excellent interpersonal skills.** Personal integrity, professionalism, empathy, resourcefulness, partnership, tact, proactive communication, and a commitment to high standards of work quality and maintaining confidentiality.



- **Persistent and creative problem-solver and opportunity-seeker.** The willingness/ability to anticipate problems, seek out information, and show persistence in finding solutions. We are a young organization with incredible potential to create positive change on college campuses. We seek an entrepreneurial colleague who can help us realize our potential.
- **Excellent oral and written communication skills.** Demonstrated ability to write clearly and powerfully; to edit and proofread; and to ensure high-quality, high-impact work.

Reports To: Executive Director

Direct Reports: Event Planner, Project Manager, K-12 Program Manager, Faculty Fellow

Location: Fully remote, with potential for a few in-person meetings

Position Type: Regular, full-time, exempt

Salary and Benefits: \$90,000 – 120,000

HxA also provides strong benefits, including:

- Medical, dental, vision, life and disability insurances;
- A significant health insurance contribution for employees and their families;
- A retirement plan with company matching;
- Additional tax-deferred savings opportunities, such as pre-tax deductions and FSAs;
- Unlimited paid time off, provided the employee is in good standing;
- A demonstrated commitment to the ongoing training and development of each employee, supporting ongoing professional skills development.

How to Apply: Heterodox Academy is working with Hub Recruiting for this hire. To apply for this position, please submit a cover letter detailing your experience developing and implementing programmatic offerings, resume, and evidence of program development to Pierre Bendsen (pbendsen@incxo.com) with the subject line “Heterodox Academy – Director of Programs.”

About the Organization: Heterodox Academy (HxA) is an NYC-based non-partisan, non-profit collaborative of over 4,800 professors, administrators, and students committed to enhancing the quality and impact of research — and improving education — by promoting open inquiry, viewpoint diversity, and constructive disagreement in institutions of higher learning.

We aspire to create college classrooms and campuses that welcome diverse people with diverse viewpoints and that equip learners with the habits of heart and mind to engage that diversity in open inquiry and constructive disagreement. We see an academy eager to welcome professors, students, and speakers who approach problems and questions from different points of view, explicitly valuing the role such diversity plays in advancing the pursuit of knowledge, discovery, growth and innovation.

We work to increase public awareness to elevate the importance of these issues on campus; develop tools that professors, administrators, and others can deploy to assess and then improve their campus and disciplinary cultures; celebrate institutions that make progress on these matters; and cultivate communities of practice among teachers, researchers, and administrators.