



Position Specification

Executive Director
The Institute of American Civics

The University of Tennessee

December 2022



POSITION SPECIFICATION

Position	Executive Director of the Institute of American Civics (IAC)
Organization	The University of Tennessee, Knoxville
Location	Knoxville, Tennessee
Reporting Relationship	Donde Plowman, Chancellor & Dean of the future Baker School of Public Policy and Public Affairs
Website	https://bakercenter.utk.edu/institute-of-american-civics/

THE OPPORTUNITY

The University of Tennessee, Knoxville Institute of American Civics (IAC)

The Institute of American Civics at the University of Tennessee, Knoxville is a new opportunity to foster civic engagement, renew civic learning, and increase civic skills among UT students and Tennesseans statewide. The Institute is searching for an inaugural Executive Director to set its strategic direction and lead its growth.

Our goal is to set the pace among American universities in restoring the nation’s civics health.

Last spring, Tennessee Governor Bill Lee and state lawmakers appropriated \$6 million to support the Institute in the FY22–23 state budget and \$4 million in recurring funds thereafter. The Institute is located in what is now the Howard H. Baker Jr. Center for Public Policy in Knoxville, the state’s flagship university campus. Pending appropriate approval by the Board of Trustees, the Institute will be part of a new Baker School of Public Policy and Public Affairs to be launched in Summer 2023 and has the opportunity to be engaged in both undergraduate and graduate level academic programs. Senator Baker’s legacy of public service and the pursuit of common ground provide an ideal foundation for the mission of the Institute.

The Institute has been launched with extraordinary bipartisan support. Enabling legislation passed the state legislature by a 120-6 margin, with the few “no” votes coming from Republicans and Democrats in equal number. The Institute has named a 13-person bipartisan board to govern its operations, led by political and academic leaders from across the ideological spectrum, including two former Tennessee governors of both major parties and chaired by A.B. Culvahouse, UT alum and former U.S. Ambassador to Australia.

More information can be found at: <https://bakercenter.utk.edu/institute-of-american-civics/>

The University of Tennessee, Knoxville

The University of Tennessee, Knoxville is the state’s flagship, land-grant university. We are a Research 1 university housing 11 colleges and 900+ programs of study. With an enrollment of over 31,000 students, UT is ranked 53rd among all public universities in the nation by U.S. News and World Report, with its undergraduate and graduate programs repeatedly ranked among top national programs from business and engineering to nursing and the arts. Listed by Forbes



among America's best large employers, one of America's best places to work for women and one of best places for new graduates, UT's campus is an exciting intellectual hub for teaching, research, creative activity and outreach. The Volunteer spirit infuses everything we do with the values of a great land-grant university: Free inquiry, innovative leadership, integrity, diversity, inclusion, engagement, and responsible stewardship of resources.

With 53,000 students and a physical presence in all 95 counties in the State of Tennessee, the University of Tennessee system has an extraordinary set of assets to support the Institute's work. The Knoxville campus is located in one of the fastest growing regions of the country. The city of Knoxville is a hidden gem with a beautiful and walkable downtown, a diverse music scene, active neighborhoods, unique restaurants, and a robust offering of outdoor and cultural activities. UTK is located within easy driving distance to the Great Smoky Mountains, Asheville, Nashville, and Atlanta. Knoxville's regional airport offers direct flights that include, among others, Washington D.C., New York City, Dallas, Chicago, Orlando, and Denver. The Knoxville campus is experiencing record-setting student population growth from both inside and outside the state.

Additional information can be found online at www.utk.edu.

KEY RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR

The Institute is searching for its inaugural Executive Director to set its strategic direction and lead the planning, organizing, and coordinating of programs and activities to achieve UT's institutional goals and priorities for the Institute of American Civics.

The Executive Director reports to the Chancellor of the University of Tennessee Knoxville and to the Dean of the Baker School, the academic and organizational home of the Institute.

Working with the Dean of the Baker School, the Executive Director will develop a plan for faculty hiring to coincide with the growth of the Institute. The Executive Director has responsibility for the management of the Institute and its academic and public programs, as well as for active engagement with the community, state and national leaders, executives of partner agencies and organizations, alumni, donors, and other stakeholders.

The Executive Director will:

- Develop and implement short- and long-term organizational goals, objectives, strategic plans, and operating procedures for the IAC.
- Review strategic outcomes with the Chancellor and the Baker School Dean to ensure progress.
- Lead the development of instructional programs to develop civic skills, promote civic engagement, and enhance civic knowledge among higher education students, and among faculty, staff, and alumni.
- Lead the development of programming for the general public, including Tennesseans statewide, that also advances the nation's civic health.
- In conjunction with the Dean, develop a strategy for faculty hiring to support the Institute's mission.



- Oversee the IAC's financial operations and develop and maintain the annual budget for the Institute.
- Work closely with the Institute's Board of Fellows for advice and guidance, coordinate board meetings, and share information with the board Chair and its members.
- Oversee production of all relevant annual reporting for the Institute as laid out in the enabling legislation.
- Develop communications and public relations strategies for the IAC and serve as the key spokesperson.
- Supervise and evaluate personnel reporting to this position.
- Collaborate with Baker School's senior leadership team in all areas of activity overlap, including special events, instructional activities, civics-related research grants, development, and other issues related to management and leadership for the Institute.
- Work closely with the UTK campus to pursue initiatives that will increase research capacity and capabilities of the IAC.

PROFESSIONAL EXPERIENCE AND QUALIFICATIONS

The Institute for American Civics seeks a bold and inspirational leader with intellectual breadth, entrepreneurial instincts, strong interpersonal skills, demonstrated expertise in civics, familiarity with program development, experience developing and leveraging partnerships, as well as success leading diverse, complex teams and/or organizations. Candidates from a broad set of backgrounds will be considered including those with academic and public service experience.

The successful candidate will be able to contribute to the intercultural and intellectual diversity goals of the University in meaningful ways and possess a demonstrated commitment to diversity and inclusion.

Candidates should have an outstanding record of achievement and an understanding of scholarship, teaching, and engagement appropriate for a senior academic leadership role at the University of Tennessee and for overseeing the work of faculty members. Candidates should have experience formulating and executing budgets and will work closely with the Chancellor and Baker Center Director/Baker School Dean to strategically align resources and strategy. Candidates should also have experience developing programs and managing multiple stakeholder groups, and demonstrate capacity to facilitate public discourse and advocate for civic engagement in our communities. Applicants should be of unquestionable character and integrity, and possess a proven ability to motivate and facilitate the success of others.

EDUCATION

The Executive Director should possess an advanced degree, or significant equivalent experience.

COMPENSATION

The University of Tennessee Institute for American Civics offers an attractive compensation and benefits package, commensurate with the successful candidate's background and experience.



NOMINATIONS AND APPLICATIONS

Priority consideration will be given to applications received by **January 10, 2023**.

Applications should include 1) a detailed CV and 2) a letter of interest that addresses the candidate's interest in becoming the Executive Director at the Institute for American Civics, what experiences that make the candidate a good fit for the role, and why now is a good time for the candidate to consider this opportunity. To ensure full consideration, inquiries, nominations, and applications (PDF preferred) should be submitted electronically, in confidence, to Paul Chou at Korn Ferry:

Paul H.L. Chou, Senior Client Partner
utk-iac@kornferry.com

KORN FERRY CONTACTS

Paul Chou
Co-Managing Director
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Philadelphia, PA

Lindsay Conklin
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All qualified applicants will receive equal consideration for employment and admission without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, genetic information, veteran status, and parental status. In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, the University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the university. Inquiries and charges of violation of Title VI (race, color, and national origin), Title IX (sex), Section 504 (disability), the ADA (disability), the Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity, 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone 865-974-2498. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.