



**Virginia Union University
1500 N. Lombardy Street
Richmond, VA 23220**

**Vacancy Announcement
Director, L. Douglas Wilder Archived Collection at Virginia Union University**

We seek an energetic director who is enthusiastic and knowledgeable about the legacy and history of Governor L. Douglas Wilder's contributions at the local, state and national stage and who has the experience and skills to cultivate the archived collection, increase its prominence and visibility, and advance the Collection in the academic and public sectors.

Requirements:

- Develop and implement a strategic plan for the L. Douglas Wilder Archived Collection at Virginia Union University that includes
- Establish a strategic direction to achieve maximum impact, prominence and visibility
 - Anticipate collection needs and process for responding to opportunities and needs
 - Identify relevant platforms and vehicles to exhibit, generate research, scholarship and programmatic civic engagement
 - Promote the collection
 - Establish and implement strategic messaging
 - Integrate the collection in the community and academic sectors
 - Seek and pursue opportunities for external funding sources to support the preservation and conversation of the collection
 - Build collaborative partnerships, expanding collaboration between University units and elsewhere
- Manage the exhibition, curation, archiving, and preservation of the Collection
 - Ensure the curation, archiving, and preservation of the Collection Engage in fundraising and development of activities to support the Collection
 - Supervise the collaborative units and the use collaborative processes that will inform decisions about the Collection
 - Maintain strong communication between the Office of the Provost, the academic programs, and external stakeholders.
 - Work to expand opportunities for collaboration between Collection, the University and elsewhere.
- Convey the legacy of Governor L. Douglas Wilder's leadership contribution at the international, national, and local stage through the lens of his ideas and narrative.

Qualifications:*Required*

- Minimum of a master's degree in a field in, or closely related to, the field of government, public policy, public administration, or leadership
- Experience in the public policy and governance issues and related arenas
- Organizational management and supervisory experience.
- Financial management experience sufficient to understand budgeting and fiscal work
- Experience in building partnerships with internal and external stakeholders through marketing, branding, and outreach
- Demonstrated passion for the mission of the L. Douglas Wilder Archived Collection School and his contributions to the local, state and national stage.
- Strong desire to make a significant contribution to the academic community and the community-at-large through exhibitions, colloquia, and civic engagements.
- Excellent written and verbal communication skills.

Preferred

- PhD in a field in, or closely related to, the field of government, public policy, public administration, or leadership
- Experience in conducting research and supervising applied research for private and non-profit organizations
- Familiarity with university academic structure and processes.
- Familiarity with Virginia state and local government.

Salary: Commensurate with experience

Applications Deadline:

Review of candidate materials will begin immediately and will remain open until filled. Applications should include a resume with three references and a cover letter and should be emailed to Resumes@vuu.edu. Please call (804) 257-5841 with any questions.

The selected applicant may be required to submit to a background investigation. VUU is an Equal Opportunity Employer. We consider qualified applicants with regard to race, color, religion, sex, national origin, sexual orientation, disability, gender identity, protected veteran status, or other protected class.

For more information about Virginia Union University, visit <https://www.vuu.edu/about-vuu>

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