



WELLESLEY CENTERS FOR WOMEN

**Wellesley Centers for Women**  
**Assistant Director, National Institute on Out-of-School Time**

The Wellesley Centers for Women (WCW) at Wellesley College is seeking an Assistant Director for the National Institute on Out of School Time.

**PRIMARY FUNCTIONS**

To insure the smooth running of NIOST by overseeing the intake of all new work, proposal development and comprehensive grant management functions, supervision of training coordinator and student workers.

**ORGANIZATIONAL RELATIONSHIPS**

Assistant Director will report directly to the director of NIOST and will work collaboratively with other project staff. Responsibilities include overseeing of strategic direction of NIOST including the development aspects of new projects. This involves regular telephone contact with potential clients who are providers, funders and policy makers of after-school programs as well as regular contact with professionals in the out-of-school time field. Call, facilitate and attend face to face meetings at our offices and off-site with potential and current clients to work on project development. The Assistant Director will interface with multiple departments and systems on the Wellesley College campus and within the Wellesley Centers for Women as well as leaders in the out-of-school fields.

**DUTIES/RESPONSIBILITIES:**

- Conduct intake for all new projects and grants.
- Collect information about program content and financial requirements and make recommendations to Director about accepting, rejecting or modifying the job.
- Develop scope of work for proposals and new projects.  
Develop budgets for proposals in consultation with project directors
- Liaison with WCW concerning contracts, grant proposals and financial records
- Manage process of writing proposals by working with other NIOST staff.
- Work with pre-award services to submit proposals.
- Set up and maintain systems for tracking from original contact to approved grants and contracts
- Administer budgets for the project (maintain fiscal records, monitor expenses, reconcile reports, process requests for reimbursements & payment of invoices)
- In the absence of the Director, assumes overall office management of NIOST

**REQUIREMENTS**

Bachelor's degree and at least 3 year's financial and or managerial experience. Master's degree in business related field preferred. Proven administrative skills. Demonstrated expertise and proficiency utilizing current technology including Internet research, Microsoft Office, Word, Excel, and Meeting Maker. Ability to multitask, organize, prioritize, take initiative, exercise judgment, work independently, supervise others and meet deadlines. Excellent written, verbal, technological and interpersonal communication skills. Leadership skills essential.

Wellesley College is an EO/AA educational institution and employer. The College is committed to increasing the diversity of the college community and the curriculum. Candidates who believe they will contribute to that goal are encouraged to apply.

